

Republic of the Philippines
COMMISSION ON ELECTIONS
Manila

GENERAL INSTRUCTIONS FOR THE SPECIAL BOARD OF ELECTION INSPECTORS AND SPECIAL BALLOT RECEPTION AND CUSTODY GROUP IN THE CONDUCT OF ONLINE VOTING AND COUNTING OF VOTES IN CONNECTION WITH OVERSEAS VOTING ACT OF 2013 FOR PURPOSES OF THE 12 MAY 2025 NATIONAL AND LOCAL ELECTIONS

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X-----X Promulgated: **September 13, 2024**

RESOLUTION NO. 11061

The Commission on Elections, pursuant to the authority vested in it by the Philippine Constitution, Batas Pambansa Blg. 881 as amended (Omnibus Election Code), Republic Act No. 9189 as amended by Republic Act No. 10590 (The Overseas Voting Act of 2013), Republic Act No. 9369 and other election laws, **RESOLVED**, as it hereby **RESOLVES**, to promulgate the following General Instructions for the Special Board of Election Inspectors (SBEI) and Special Ballot Reception and Custody Group (SBRCCG) in the Conduct of Online Voting and Counting of Votes for Purposes of the 12 May 2025 National and Local Elections.

PART I
GENERAL PROVISIONS

ARTICLE I
DEFINITION OF TERMS

Sec. 1. Definition of Terms. – As used in this General Instructions, the following terms shall refer to:

- a. *Certified List of Overseas Voters (CLOV)* refers to the list of registered overseas voters whose applications to vote have been approved by the Resident Election Registration Board (RERB), to be prepared by the Office for Overseas Voting (OFOV) on a country-by-country and post-by-post basis;
- b. *Commission* refers to the Commission on Elections;

- c. **Day of Elections** refers to the actual date of elections in the Philippines which is 12 May 2025;
- d. **Department of Foreign Affairs-Overseas Voting Secretariat (DFA-OVS)** refers to the secretariat based in the Department of Foreign Affairs (DFA) home office tasked to assist the OFOV and to direct, coordinate and oversee the participation of the DFA in the implementation of the Overseas Voting Act of 2013;
- e. **Election Returns (ERs)** refer to a document showing the date of elections, the country in which it was held, the number of overseas voters qualified to vote, the number of overseas voters who actually voted, and the votes obtained by each candidate in an overseas voting precinct, generated and printed by the OVCS in Online Voting Posts;
- f. **Enrolment for Online Voting** refers to the online pre-voting enrolment process provided to overseas voters to avail of online voting, as the mode of voting of the respective Posts where they are registered for the 2025 National Elections overseas;
- g. **Field Pre-Voting Enrolment** refers to the conduct of pre-voting enrolment in the OVCS for a limited period of time outside the Posts' premises in areas with a significant number of registered overseas voters, as may be authorized by the Commission upon the recommendation of the DFA-OVS;
- h. **Field Voting** refers to the conduct of voting for a limited period of time outside the Posts' premises in areas with a significant number of registered overseas voters, as may be authorized by the Commission, based on the recommendation of the DFA-OVS;
- i. **List of Overseas Voters with Voting Records (OVF No. 2-A, 2-B, & 2-C)** refers to overseas voting equivalent of the Election Day Computerized Voters List (EDCVL), which contains the certified list of overseas voters' names and biometric data arranged alphabetically, for reference of the SBEIs or SBRCGs during the voting period.

The OVF No. 2-A refers to the list of land-based registered overseas voters, while the OVF No. 2-B refers to the list of seafarers who are registered overseas voters. OVF No. 2-C refers to the template for the list of registered overseas voters to be used during field or mobile voting activities, and for purposes of recording the act of voting of Members of the SBEI/SBRCG under Section 17 of this Resolution;

- j. **Mobile Pre-Voting Enrolment** refers to the conduct of pre-voting enrolment for a limited period of time outside the Post, in connection with the consular outreach program of the DFA, in places authorized by the Commission.
- k. **Mobile Voting** refers to the conduct of voting for a limited period of time outside the Post, in connection with the consular outreach program of the DFA, in places authorized by the Commission.
- l. **National Registry of Overseas Voters (NROV)** refers to the consolidated list of overseas voters prepared, approved and maintained by the Commission. This

- list contains the names of registered overseas voters, and the Posts where they are registered;
- m. **Office for Overseas Voting (OFOV)** refers to the office of the Commission tasked to oversee and supervise the effective implementation of the Overseas Voting Act of 2013;
 - n. **Official Ballot** refers to the digital ballots used for overseas voting in Online Voting Posts;
 - o. **Overseas Voter** refers to a duly registered citizen of the Philippines, qualified to vote under the Overseas Voting Act of 2013, and is abroad during the overseas voting period;
 - p. **Overseas Voting** refers to the process by which overseas voters exercise their right to vote;
 - q. **Overseas Voting Period** is a continuous thirty (30)-day period ending on the day of election as defined under letter "c" hereof. It includes established holidays in the Philippines and such other holidays in the host countries. For the 2025 National Elections, the overseas voting period is from 13 April to 12 May 2025, with the closing of polls synchronized with the local elections based on Philippine Standard Time;
 - r. **Overseas Voting Precinct** refers to the grouping of overseas voters in a given country or post designated for purposes of voting and counting;
 - s. **Online Overseas Voter (OOV)** refers to an overseas voter who has successfully enrolled for online/internet voting for the 2025 National Elections;
 - t. **Online Voting/Internet Voting** refers to a mode of voting where overseas voters vote using Online Voting and Counting System;
 - u. **Online Voting and Counting System (OVCS)** refers to the system utilized for online/internet voting and counting of votes;
 - v. **Polling Place** - refers to the Posts where the SBEI conducts overseas voting and counting, and where the voting kiosk is located. This may also include the venues for mobile and field voting;
 - w. **Posts, short for Foreign Service Posts**, refer to Philippine embassies, consulates, foreign service establishments and other Philippine government agencies maintaining offices abroad having jurisdiction over the places where the overseas voters reside. For purposes of overseas voting, Posts shall also include the Manila Economic & Cultural Offices (MECOs) in Taiwan;
 - x. **Representatives of the Commission** refer to the officers and members of the foreign service corps, including Filipino contractual or project-based personnel that the embassies, consulates and other foreign service establishments locally hired at the host country, deputized by the Commission pursuant to the Overseas Voting Act of 2013;

- y. *Seafarers* refer to ship officers and ratings manning ships, including offshore workers, service providers, and workers onboard fishing vessels, as defined in the Revised Rules on the Issuance of Seafarer's Identification and Record Book of the Maritime Industry Authority;
- z. *Special Ballot Reception and Custody Group (SBRCG)* refers to a group constituted by the Commission to receive and take custody of all accountable and non-accountable election forms, supplies and paraphernalia from the OFOV for transmittal to the voters, SBEIs and Special Boards of Canvassers (SBOC);
- aa. *Special Board of Canvassers (SBOC)* refers to a body deputized by the Commission to conduct the consolidation and canvassing of votes; and
- bb. *Special Board of Election Inspectors (SBEI)* refers to a body deputized by the Commission to conduct the voting and/or counting of votes.

Sec. 2. Scope. – This resolution covers the seventy-six (76) Posts where online voting is the mode of voting, per COMELEC Minute Resolution No. 24-0067 dated 02 February 2024, as amended by COMELEC Minute Resolution No. 24-0549 dated 01 August 2024.

ARTICLE II SPECIAL BALLOT RECEPTION AND CUSTODY GROUP

Sec. 3. Special Ballot Reception and Custody Group; Constitution and Appointment. – The Commission, through the Commissioner-in-Charge of OFOV, shall, upon recommendation of the DFA-OVS, constitute in every Post, not later than 27 December 2024 (Friday), an SBRCG, which shall be composed of three (3) members.

The Head of the Post shall issue the Appointment of the Chairperson and Member/Substitutes of the SBRCG using OVF No. 5. If the Head of Post shall serve as part of the SBRCG, the Commissioner-in-Charge of the OFOV shall issue his/her Appointment.

Sec. 4. Qualifications of Members/Substitutes of the SBRCG. – No individual shall be appointed as Chairperson or Member of the SBRCG, whether regular or substitute, unless they meet the following criteria:

- a. Possesses good moral character and irreproachable reputation;
- b. A citizen of the Philippines residing abroad;
- c. Among the staff of the Posts;
- d. Never been convicted of any election offense or of any other crime punishable by more than six (6) months of imprisonment, or has no pending case filed against him for any election offense; and
- e. Able to write and speak in English or Filipino.

In the event of a shortage of qualified staff at the Posts, Filipino citizens who are registered overseas voters, of known probity and competence may be appointed as

members of the SBRCG, provided that the Chairperson is an officer or member of the foreign service corps.

In case of temporary vacancy in the SBRCG, Article IV, Sec. 18 of this Resolution shall apply.

Sec. 5. Disqualification. – The Members of the SBRCG or their spouses shall not be related within the fourth civil degree of consanguinity or affinity to any member of the same SBRCG, any of the candidates for Senators or any of the nominees of accredited parties, organizations or coalitions participating under the party-list system of representation, or any of the candidates' /nominees' spouse.

For this purpose, the OFOV shall furnish the Post, through the DFA-OVS, the list of candidates for Senators and nominees of accredited parties, organizations or coalitions participating under the party-list system of representation not later than 20 December 2024 (Friday) so that the members of the SBRCGs will know whether they are qualified to accept their appointments.

Sec. 6. Notice of Disqualification and Submission of Appointment of Substitute. – Any member of the SBRCG who is disqualified shall notify the Head of Post in writing of such disqualification not later than 06 January 2025 (Monday). In turn, the Head of Post shall submit a written notice of said disqualification, together with the appointment of the substitute member of the SBRCG to the Commission, through the OFOV, not later than 13 January 2025 (Monday).

Sec. 7. Functions of the SBRCG. – The SBRCG shall perform the following duties and functions:

- a. Receive from the OFOV all accountable and non-accountable election forms, supplies, paraphernalia, and equipment to be used in voting, counting, and canvassing;
- b. Using the packing list, verify the quantity and serial numbers (if applicable) of all equipment and accountable/non-accountable forms received in the presence of the Head of Post or the authorized representative, watchers of political parties, and representatives of the Filipino community, if available;
- c. Within twenty-four (24) hours after verification, notify the OFOV in writing of the receipt of accountable and non-accountable forms, as well as equipment, the condition thereof and discrepancies, if any, in the quantity and serial numbers of the accountable forms and equipment;
- d. Store in a secure place all received forms, supplies, and equipment; and
- e. Perform such other duties and functions as provided under these rules as mandated by the Commission.

ARTICLE III
SPECIAL BOARDS OF ELECTION INSPECTORS

Sec. 8. Special Board of Election Inspectors; Constitution and Appointment. – The Commission, through the OFOV, shall, upon recommendation of the DFA-OVS, constitute in every Post, not later than 27 December 2024 (Friday), at least one (1) SBEI, which shall be composed of a Chairperson and two (2) Members (who shall be the Poll Clerk and the Third Member). They shall be officers and members of the foreign service post, including attachés of other Philippine Government Agencies, posted abroad and deputized by the Commission.

The Head of Post shall issue the Appointment of the Chairperson/Poll Clerk/Third Member/Substitute of the SBEI using OVF No. 5. If the Head of Post shall serve as part of the SBEI, the Commissioner-in-Charge of the OFOV shall issue his/her Appointment.

The number of SBEIs to be appointed per Online Voting Post shall be as follows:

POST	COUNTRY	NO. OF SBEI
ASIA PACIFIC		
Bangkok PE	Thailand	1
Brunei PE	Brunei	1
Canberra PE	Australia	1
	Nauru	
	Tuvalu	
	Vanuatu	
Dhaka PE	Bangladesh	1
	Maldives	
	Sri Lanka	
Hanoi PE	Vietnam	1
Hong Kong PCG	China	1
Islamabad PE	Pakistan	1
	Kyrgyzstan	
	Tajikistan	
Jakarta PE	Indonesia	1
Kuala Lumpur PE	Malaysia	1
Macau PCG	China	1
Manado PCG	Indonesia	1
MECO Kaohsiung	Taiwan, ROC	1
MECO Taichung	Taiwan, ROC	1
MECO Taipei	Taiwan, ROC	1
Melbourne PCG	Australia	1
Nagoya PCG	Japan	1
New Delhi PE	India	1
	Bhutan	
	Nepal	
Osaka PCG	Japan	1
Phnom Penh PE	Cambodia	1
Seoul PE	South Korea	1
	Mongolia	
Singapore PE	Singapore	1
Sydney PCG	Australia	1
	Territory of Wallis and Futuna	
Tokyo PE	Japan	1
Vientiane PE	Laos	1
Wellington PE	New Zealand	1
	Fiji	
	French Polynesia	
	Cook Islands	
	Samoa	

POST	COUNTRY	NO. OF SBEI
	Tonga	
EUROPE		
Athens PE	Greece	1
	North Macedonia	
	Republic of Cyprus	
Barcelona PCG	Spain	1
	Andorra	
Berlin PE	Germany	1
Beme PE	Switzerland	1
	Liechtenstein	
Brussels PE	Belgium	1
	Luxembourg	
Budapest PE	Hungary	1
	Bosnia and Herzegovina	
	Bulgaria	
	Moldova	
	Montenegro	
	Romania	
Copenhagen PE	Denmark	1
	Faroe Islands	
	Greenland	
Frankfurt PCG	Germany	1
Geneva PM/PCG	Switzerland	1
Lisbon PE	Angola	1
	Cabo Verde	
	Gibraltar	
	Guinea-Bissau	
	Portugal	
London PE	Sao Tome and Principe	1
	United Kingdom of Great Britain	
	Bailiwick of Guernsey	
	Bailiwick of Jersey	
	Ireland	
Madrid PE	Spain	1
	Canary Islands	
Milan PCG	Italy	1
Oslo PE	Norway	1
	Iceland	

POST	COUNTRY	NO. OF SBEI
Paris PE	France	1
	Monaco	
Prague PE	Czech Republic	1
Rome PE	Italy	1
	Albania	
	Malta	
	San Marino	
Stockholm PE	Sweden	1
	Finland	
The Hague PE	The Netherlands	1
	Aruba	
	Bonaire	
	Curacao	
	Saba	
	Sint Eustatius	
Vatican PE	Holy See	1
Vienna PE	Austria	1
	Croatia	
	Slovakia	
	Slovenia	
Warsaw PE	Poland	1
	Estonia	
	Latvia	
	Lithuania	
	Ukraine	
MIDDLE EAST AND AFRICAS		
Abu Dhabi PE	United Arab Emirates	1
Cairo PE	Egypt	1
	Djibouti	
	Eritrea	
	Ethiopia	
	Sudan	
Doha PE	Qatar	1
Dubai PCG	United Arab Emirates	1
Jeddah PCG	Saudi Arabia	1
Kuwait PE	Kuwait	1
Manama PE	Bahrain	1
Muscat PE	Oman	1
Nairobi PE	Kenya	1
	Burundi	
	Comoros	
	Democratic Republic of Congo	
	Malawi	
	Republic of Congo	
	Rwanda	
	Seychelles	
	Somalia	
	South Sudan	
	Tanzania	
Uganda		
Pretoria PE	South Africa	1
	Botswana	
	Lesotho	
	Madagascar	
	Mauritius	
	Mozambique	
	Namibia	
	Swaziland	
	Zambia	
	Zimbabwe	
Rabat PE	Morocco	1
	Guinea	
	Mali	
	Mauritania	

POST	COUNTRY	NO. OF SBEI
	Senegal	
Riyadh PE	Saudi Arabia	1
	Yemen	
Tel Aviv PE	Israel	1
NORTH AND LATIN AMERICAS		
Agana PCG	United States of America	1
	Commonwealth of Northern Mariana Islands	
	Marshall Islands	
	Micronesia	
	Palau	
Brasilia PE	Brazil	1
	Colombia	
	French Guiana	
	Guyana	
	Suriname	
	Venezuela	
Buenos Aires PE	Argentina	1
	Bolivia	
	Paraguay	
	Uruguay	
Calgary PCG	Canada	1
Chicago PCG	United States of America	1
Honolulu PCG	United States of America	1
	American Samoa	
Houston PCG	United States of America	1
Los Angeles PCG	United States of America	1
Mexico PE	Mexico	1
	Belize	
	Costa Rica	
	Cuba	
	Dominican Republic	
	El Salvador	
	Guatemala	
	Honduras	
	Nicaragua	
	Panama	
New York PCG	United States of America	1
Ottawa PE	Canada	1
	British overseas territory of Bermuda	
	French overseas collectivity of St. Pierre and Miquelon	
San Francisco PCG	United States of America	1
Santiago PE	Chile	1
	Ecuador	
	Falkland Islands	
	Peru	
Toronto PCG	Canada	1
Vancouver PCG	Canada	1
Washington D.C. PE	United States of America	1
	Anguilla	
	Antigua and Barbuda	
	Bahamas	
	Barbados	
	British Virgin Islands	
	Cayman Islands	
	Dominica	
	Grenada	
	Guadeloupe	
	Guantanamo Bay	
	Haiti	
Jamaica		
Martinique		

POST	COUNTRY	No. OF SBEI
	Montserrat	
	Puerto Rico	
	Saint Barthelemy	
	Saint Kitts and Nevis	
	Saint Martin	
	St. Lucia	

POST	COUNTRY	No. OF SBEI
	St. Vincent and the Grenadines	
	Trinidad and Tobago	
	Turks and Caicos Islands	
	Virgin Islands (U.S.)	

Sec. 9. Qualifications of Members of the SBEI. – No individual shall be appointed as Chairperson or Member of the SBEI, whether regular or substitute, unless they meet the following criteria:

- a. Possesses good moral character and irreproachable reputation;
- b. Never been convicted of any election offense or of any other crime punishable by more than six (6) months of imprisonment, or has no pending case filed against such person for any election offense; and
- c. Able to write and speak in English or Filipino.

Any career public officer posted abroad, appointed or designated by the Commission, as the case may be, shall act as the Chairperson, poll clerk, and third member. In the absence of other government officers, a registered overseas voter may be appointed as the poll clerk and the third member.

Sec. 10. Disqualification. – The Members of the SBEI or their spouses shall not be related within the fourth civil degree of consanguinity or affinity to any member of the same SBEI, any of the candidates for Senators or any of the nominees of accredited parties, organizations or coalitions participating under the party-list system of representation, or any of the candidates' /nominees' spouse.

For this purpose, the OFOV shall furnish the Post, through the DFA-OVS, the list of candidates for Senators and nominees of accredited parties, organizations or coalitions participating under the party-list system of representation not later than 20 December 2024 (Friday) so that the members of the SBEIs will know whether they are qualified to accept their appointments.

Sec. 11. Notice of Disqualification and Submission of Appointment of Substitute. – Any member of the SBEI who is disqualified shall notify the Head of Post in writing of such disqualification not later than 06 January 2025 (Monday). In turn, the Head of Post shall submit a written notice of said disqualification, together with the appointment of the substitute member of the SBEI to the Commission, through the OFOV not later than 13 January 2025 (Monday).

Sec. 12. Powers and functions of the SBEI. – The SBEI shall have the following powers and functions:

- a. Assist in the pre-voting enrolment and/or voting of registered overseas voters at the voting kiosk located at the Post or in the field and/or mobile pre-voting enrolment/voting activities;

- b. Conduct Final Lockdown and Sealing of the OVCS;
- c. Initialize and Print Initialization Reports;
- d. Open and Close Voting for the OVCS;
- e. Conduct manual verification of overseas voter at the Post or in the field during the 30-day overseas voting period;
- f. Print the ERs and transmit the election results;
- g. Generate the Voter-Verified Paper Audit Trail (VVPAT);
- h. Print Audit Log Reports, and all other required reports;
- i. Act as deputies of the Commission in the supervision and control of the election in the polling place where they assigned;
- j. Maintain order within the polling place designated as the voting kiosk and its premises, ensuring access remains open and unobstructed, and enforce compliance with lawful orders, including public health and safety protocols in the host country. If any person refuses to follow these orders or otherwise engages in disorderly conduct, interrupting and disrupting the proceedings, the SBEI may call upon the Post's security force, if available, or its deputized peace officer to take the individual into custody until the meeting adjourns. However, this action shall not prevent any registered voter from exercising their right to vote;
- k. Perform such other functions, as may hereinafter be prescribed by the Commission.

Sec. 13. Proceedings of the SBEI. - The meeting of the SBEI shall be public and held in the polling place designated by the Commission. The SBEI shall act through its Chairperson and shall decide, without delay, questions which may arise in the performance of its duties by a majority vote. The Chairperson shall attest all resolutions issued by the SBEI.

Sec. 14. Minutes of Final Lockdown and Sealing and Minutes of Voting and Counting. - The SBEI shall accomplish the Minutes of Final Lockdown and Sealing (FLS) (OVF No. 11-F) during the FLS in two (2) copies and record the act or data required therein as they occur or become available during the FLS.

Similarly, the SBEI shall also accomplish the Minutes of Voting and Counting (OVF No. 11-A) during the overseas voting period, in two (2) copies and record the act or data required therein as they occur or become available during the voting and counting.

Copies of the accomplished Minutes stated above shall be sealed in separate envelopes (CEF No. A17-FTS for Minutes of FLS and OVF No. 18 for Minutes of Voting and Counting) to be distributed as follows:

- a. First copy to the Commission; and

- b. Second copy to be deposited inside the collapsible box.

ARTICLE IV COMMON PROVISIONS FOR SBEI AND SBRCG

Sec. 15. Oath of Members of the SBEI/SBRCG. – The members of the SBEI/SBRCG shall, upon appointment, take the oath before the Head of Post, or any officer in Post with authority to administer oaths under Republic Act No. 6733.¹ In the absence of such officer, the oath may be taken before any other member of the SBEI/SBRCG present.

The Oaths herein shall be incorporated in the issued Appointments (OVF No. 5).

Sec. 16. Security Undertaking of Members of the SBEI/SBRCG. – The members of the SBEI/SBRCG shall, upon appointment, accomplish a Security Undertaking (OVF No. 6) pursuant to Republic Act No. 10173², otherwise known as “THE DATA PRIVACY ACT OF 2012”. The original duly accomplished Security Undertaking of all SBEI and SBRCG members shall be submitted to the OFOV, through the DFA-OVS, together with their duly signed appointment papers with oath.

The said Security Undertaking shall be signed by the Executive Director of the COMELEC, in his capacity as the Data Protection Officer (DPO).

Sec. 17. Prohibition against Political Activity. – No member of the SBEI/SBRCG shall engage in any partisan political activity or take part in the elections except to vote and discharge their duties, such as rendering assistance in accordance with usual protocol courtesies normally extended to visiting officials on official business.

Sec. 18. Voting Privilege of Members of the SBEI/SBRCG. – Government employees posted abroad who will perform election duties as members of the SBEI/SBRCG shall be allowed to vote in their respective Posts, provided they registered as voters either in the Philippines or abroad with active registration records.

Members of the SBEI/SBRCG who are registered voters of other Posts or in the Philippines with active registration records shall manifest their intent to avail of this voting privilege, by indicating the same in their Appointment with Oath (OVF No. 5) to be submitted.

Upon verification by OFOV of their voter registration status, the OFOV shall provide DFA-OVS the List of SBEI/SBRCG members who are qualified to avail of this voting privilege in Online Voting Posts.

Sec. 19. Temporary Vacancies in the SBEI/SBRCG. If at the time of the convening of the SBEI/SBRCG, any member is absent or not available, the present members shall call upon any substitute taken from the pool of substitutes to perform the duties of the absent member. If the substitute cannot be found, the Head of Post shall appoint any available official or employee of the foreign service corps or any non-partisan

¹ As amended by R.A. No. 10755.

² As amended by R.A. No. 10755.

registered voter not otherwise disqualified, using OVF No. 30, to temporarily fill said vacancy until the absent member appears or becomes available.

The fact of substitution shall be entered in the Minutes of Voting and Counting (OVF No. 11-A).

For this purpose, Posts shall constitute a pool of substitutes for the SBEI/SBRCG which shall likewise be deputized by the Commission. The substitutes must possess all the qualifications and none of the disqualifications provided under this Resolution.

Sec. 20. Supervision by Heads of Posts. - All foreign service personnel and representatives of attached agencies duly deputized by the Commission shall be under the direct supervision of the Heads of Posts, insofar as the One-Country Team Approach³ is concerned.

Sec. 21. OVCS Technical Personnel. - The Head of Post shall designate, not later than 27 December 2024 (Friday), one (1) technical support personnel per Post using OVF No. 5. The technical personnel shall:

- a. Address and monitor the activities of the OVCS, including during the pre-voting enrolment;
- b. Report to the OFOV and/or National Technical Support Center (NTSC) on possible contingencies that may arise before, during and after the election period; and
- c. Perform such other functions as may be directed by the Commission, through the Head of Post.

Sec. 22. OVCS Support Staff. - The Head of Post shall designate, not later than 27 December 2024 (Friday), one (1) support staff for every 20,000 registered overseas voters in their jurisdiction, using OVF No. 5, as follows:

Description	No. of Support Staff
For each member of the SBEI:	
Where the registered voter is from 1 to 20,000	1
Where the registered voter is from 20,001 to 40,000	2
Where the registered voter is from 40,001 or higher	3

The support staff shall be a Filipino Citizen, and is tasked with the following:

- a. Assist in the queuing of OOVs who will vote through the voting kiosk at the Post, and in crowd control or management at the entrance of the Post;
- b. Assist the SBEI during the generation and printing of required reports; and
- c. Perform such other functions as may be directed by the SBEI.

³ Section 28, Republic Act No. 8042 or the Migrant Workers and Overseas Filipinos Act of 1995.

Sec. 23. Identification Documents (IDs) of SBEI and SBRCG. – Members of the SBEI and SBRCG, as well as the OVCS Technical Support Personnel shall wear COMELEC-approved IDs for purposes of identification. See Annex “A” for template.

ARTICLE V WATCHERS

Sec. 24. Watchers. – Every registered political party or coalition of political parties fielding candidates, accredited political party, sectoral party/organization or coalition thereof participating in the party-list system of representation, candidate, and accredited citizens’ arms and accredited Overseas Filipino Worker (OFW) organizations shall be entitled to one (1) watcher at any given time during the voting and counting of votes.

For this purpose, the registered political party or coalition of political parties fielding candidates, accredited political party, sectoral party/organization or coalition thereof participating in the party-list system of representation, candidate, and accredited citizens’ arms and accredited Overseas Filipino Worker (OFW) organizations shall submit to the Posts, copy furnished the OFOV, the list of watchers per constituted SBEI not later than 01 April 2025 (Tuesday).

However, if there is insufficient space at the voting kiosk for all watchers to be accommodated, preference shall be given to the watchers of the dominant majority and dominant minority parties as determined by the Commission, one (1) watcher for the accredited citizens’ arm, one (1) common watcher for accredited OFW organizations, and one (1) common watcher for independent candidates.

Sec. 25. Qualifications of Watchers. – No person shall be appointed as watcher by the registered political party or coalition of political parties fielding candidates, accredited political party, sectoral party/organization or coalition thereof participating in the party-list system of representation, candidate, and accredited citizens’ arms and accredited Overseas Filipino Worker (OFW) organizations, unless they meet the following criteria:

- a. Is an overseas voter in the Post where the person is assigned;
- b. Possesses good moral character and reputation;
- c. Never been convicted of any election offense or any crime;
- d. Able to write and read English or Filipino; and
- e. Not a relative within the fourth civil degree of consanguinity or affinity to the Chairperson or to any member of the SBEI in the Post where said person seeks appointment as a watcher.

Sec. 26. Rights and Duties of Watchers. – Upon entering the polling place, watchers shall present and deliver to the Chairperson of the SBEI their appointments and, forthwith, their names shall be recorded in Minutes of Voting and Counting (OVF No. 11-A) with a notation under their signatures that they are not disqualified to serve as watchers. The appointment of watchers shall bear the personal or facsimile signature

of the candidate or the duly authorized representative of the political party, organization or coalition of parties who appointed them or of organizations authorized by the Commission.

Watchers shall have the right to:

- a. Witness and inform themselves of the proceedings of the SBEI;
- b. Take note of what they see or hear;
- c. Take photographs of the proceedings and incidents, if any, during the counting of votes, as well as of the election returns and collapsible boxes. In this case, watchers shall not compromise the security and sanctity of the votes cast by registered overseas voters.
- d. File a protest against any irregularity or violation of law which they believe may have been committed by the SBEI or by any of its members or by any person;
- e. Obtain from the SBEI a certificate as to the filing of such protest and/or resolution thereon;
- f. Read the election returns after it is printed and signed by the members of the SBEI without touching such documents; and
- g. Be furnished, upon request, with a Certificate of Votes (OVF No. 13) cast for the candidates, duly signed and thumb marked by the Chairperson and all members of the SBEI.

Watchers shall not speak to any member of the SBEI, or to any voter, or among themselves, in such a manner as would disturb the proceedings of the SBEI. Further, Watchers shall observe the minimum health and safety protocols imposed by the host country, as implemented by the Post.

Sec. 27. Challenge Watcher's Qualifications. – Any voter or watcher may challenge the qualifications of a watcher.

The person raising the challenge must submit duly accomplished Record of Challenge/Protest for Voting (OVF No. 33-A) to the SBEI. The SBEI shall then verify the validity of the challenge by reviewing the watcher's qualifications and determining if any disqualifications apply.

To confirm their identity, the challenged watcher must take an Oath of Identification of a Challenged Watcher (OVF No. 40-A).

After reviewing the challenge or protest, the SBEI shall issue Certificate of Challenge or Protest and Decision of the Board for Voting (OVF No. 33).

This matter shall also be recorded in the Minutes of Voting and Counting (OVF No. 11-A).

ARTICLE VI PRE-VOTING ENROLMENT

Sec. 28. Period for Pre-Voting Enrolment. – Overseas voters of Posts adopting online voting shall enroll in the OVCS from 27 February 2025 (Thursday) to 12 May 2025 (Monday), prior to the closing of polls in Philippine Standard Time (PST).

Sec. 29. Field and Mobile Pre-Voting Enrolment. – The following guidelines are hereunder provided in the conduct of field/mobile pre-voting enrolment during the overseas voting period:

- a. The host government allows the conduct of such field/mobile pre-voting enrolment.
- b. The conduct of field/mobile pre-voting enrolment shall not compromise the security, integrity, and sanctity of the voting process.
- c. The expected impact shall be a significant increase in the enrolled number of registered overseas voters in the OVCS portal.
- d. Information on the different schedules of field/mobile pre-voting enrolment shall be widely disseminated by the Post. The schedules shall also be posted in a conspicuous place within the Post's premises and on the official websites of the Post and the Commission.
- e. Pre-voting enrolment at the premises of the embassy/consulate (voting kiosk) must continue, regardless of any field/mobile pre-voting enrolment that the Post may schedule.
- f. For field pre-voting enrolment, the Post must submit a written request to the OFOV and indicate the date, number of estimated overseas voters who will vote during the field voting, and costs (OVF No. 9-A). Such request shall be subject to the approval of the Commission *En Banc*, through the OFOV, provided that such request shall be recommended by the DFA-OVS, and provided further, that the conduct thereof shall be at the least expense on the part of the Commission.
- g. For mobile pre-voting enrolment, the Post must submit a written notice to the OFOV and indicate the date and number of estimated overseas voters who will vote during the mobile voting (OVF No. 10-A). Such request shall be subject to the approval of the Commissioner-in-Charge of OFOV, provided that such request shall be recommended by the DFA-OVS, and provided further, that the conduct thereof shall be at no cost on the part of the Commission.
- h. In conducting field/mobile pre-voting enrolment, the Head of Post may recommend that the Commission deputize personnel authorized to conduct the activity.

Proposals for field and mobile voting will be similar to the foregoing guidelines, except that the written request for field voting will use OVF No. 9, while OVF No. 10 will be used for mobile voting and the activities shall be conducted by a member or members of the SBEI or their substitutes.

ARTICLE VII PROCEDURES FOR PRE-VOTING ENROLMENT

Sec. 30. Manner of Pre-Voting Enrolment. – Pre-voting enrolment can be done by the voter through any of the following means:

- a. By self-pre-voting enrolment using the voter’s own internet-capable device during the period for pre-voting enrolment; or
- b. Through the voting kiosk at the Post during the overseas voting period.

Sec. 31. General Procedures for Pre-voting Enrolment. – Regardless of the manner of pre-voting enrolment, the following procedures shall be observed by the voter:

- a. Sign up using the official link for pre-voting enrolment provided by the Commission;
- b. Follow the instructions indicated therein;
- c. Once the pre-voting enrolment is successful, the overseas voter can vote online during the 30-day overseas voting period.

Sec. 32. Duties of the SBEI during Pre-voting Enrolment. – The SBEI shall observe the following duties during the 30-day overseas voting period:

- a. Assist in the pre-voting enrolment at the voting kiosk and during field/mobile pre-voting enrolment activity;
- b. In case the pre-voting enrolment of the voter is unsuccessful, the SBEI shall conduct manual verification as guided by the OVCS technical manual;
- c. In the conduct of manual verification of the overseas voter, the SBEI may require the overseas voter to appear before him/her or do an online verification through video conference or any other means; and
- d. In case the pre-voting enrolment will still be unsuccessful after conducting manual verification, the SBEI shall refer the matter to the OFOV.

ARTICLE VIII ONLINE VOTING

Sec. 33. Who are Allowed to Vote Online. – All registered overseas voters in Posts that have adopted Online/Internet Voting, and who have successfully enrolled in the OVCS, may vote for Senators and one (1) accredited party/organization or coalition under the party-list system through either:

- a. Using their own internet-capable device; or
- b. Utilizing a voting kiosk at the Post.

For voters at the kiosk who are illiterate or physically unable to accomplish the digital ballot, assistance may be provided by a relative within the fourth civil degree of consanguinity or affinity, a person from the same household, or a member of the Special Board of Election Inspectors (SBEI). No person shall assist an illiterate voter or voter with disability more than three (3) times except for the members of the SBEI. The assistor shall accomplish the digital ballot for the illiterate or voter with disability in the presence of the latter. Lastly, the assistor shall be bound in writing and under oath to accomplish the digital ballot strictly in accordance with the instructions of the voter and not to reveal the contents of the ballot (OVF No. 8).

This provision ensures accessibility to online voting while providing necessary assistance to voters in need, guaranteeing their right to participate in elections.

Sec. 34. Who are Allowed to Vote Online using the Voting Kiosk at the Post. – Only the following OOVs may vote online using the Voting Kiosk at the Post:

- a. Those who are illiterate;
- b. Persons with Disability (PWDs);
- c. Senior citizens; and
- d. Pregnant.

Sec. 35. Period of Casting of Votes. – Casting of votes shall be for a period of thirty (30) continuous calendar days beginning at 8:00 AM of 13 April 2025 (Sunday), local time of the Post, until 7:00 PM of 12 May 2025 (Monday), PST, inclusive of all established holidays in the Philippines and such other holidays in the host country.

Except on 13 April 2025 (Sunday) when all Posts are required to open at 8:00 AM, local time of the Post, Posts may adopt a flexible schedule for the operation of the various SBEIs manning the voting kiosks, provided that their schedule is continuous and will not be less than eight (8) hours a day.

OOVs who are logged into the Online Voting Portal at the close of voting may still cast their votes within fifteen (15) minutes. If the voter has not cast their vote by then, they will be automatically logged out of the portal.

Sec. 36. Rules to be Observed during Voting at the Voting Kiosk. – During voting at the voting kiosk, the SBEI shall ensure that:

- a. No watcher enters the designated voting area for voters or the area reserved for the SBEI, nor mingles or talks with voters;
- b. No voter reveals the contents of the digital ballot to any person;
- c. No person enters the designated voting area in the premises of the Posts carrying any firearm or any deadly weapon, except those expressly authorized by the Commission;
- d. The voters cast their votes in the order of their arrival at the polling place;

- e. On 12 May 2025 (Monday), 6:30 PM PST, the Chairperson shall announce that the voting kiosk will close by 7:00PM PST, marking the end of the polling period; and
- f. There is no crowding of voters and disorderly behaviour inside the designated polling place, and the health and safety protocols of the host country, as implemented by Posts, are observed.

Sec. 37. Prohibitions on Online/Internet Voting at the Voting kiosk. – The voter shall not:

- a. Be accompanied by anyone while casting their vote, except in the case of an illiterate or a person with disability; and
- b. Speak to anyone while accomplishing the online ballot; and
- c. Exhibit the contents of the online ballot to any person.

Sec. 38. Challenge of Illegal Voters at the Voting Kiosk. – Any voter or watcher may challenge a voter at the voting kiosk for:

- a. Not being a registered overseas voter;
- b. Using the name of another; or
- c. Suffering from an existing disqualification.

The voter or watcher who challenged any voter on the foregoing grounds shall submit to the SBEI the duly accomplished Record of Challenge/Protest for Voting (OVF No. 33-A).

In such a case, the SBEI shall satisfy itself as to whether or not the ground for the challenge is true by requiring proof of registration, identity or qualification. If the challenged voter is personally known to any member of the SBEI, the said member of the SBEI shall take an Oath of an SBEI Member Identifying a Voter (OVF No. 40-B). If no proof has been presented by the challenged voter, the SBEI shall issue Summons Re: Identity of Challenged Voter (OVF No. 41) to a witness who personally knows the challenged voter to establish the said voter's identity. The witness, to establish the identity of the challenged voter, shall take an Oath of Identification of Witness of Challenged Voter (OVF No. 40.)

After determination of the challenge or protest, the SBEI shall then issue the Certificate of Challenge or Protest and Decision of the Board for Voting (OVF No. 33).

This matter shall also be recorded in the Minutes of Voting and Counting (OVF No. 11-A).

Sec. 39. Challenge Based on Certain Illegal Acts at the Voting Kiosk. – Any voter or watcher may challenge any voter at the voting kiosk on the ground that:

- a. The challenged person has received or expects to receive money or anything of value as consideration for the vote, has paid, offered or promised to pay, or has

- contributed, offered or promised to contribute money or anything of value as consideration for the vote of another;
- b. The challenged person has made or received a promise to influence the giving or withholding of any such vote; or
 - c. The challenged person has made a bet or is interested directly or indirectly in a bet, which depends upon the results of the election.

The voter or watcher who challenged any voter on the foregoing grounds shall submit to the SBEI the duly accomplished Record of Challenge/Protest for Voting (OVF No. 33-A). After which, the SBEI shall issue Summons Re: Certain Illegal Acts (OVF No. 41-A) to a person who personally witnessed the challenged voter performing the aforementioned illegal acts. The witness shall take an Oath of Witness on Certain Illegal Acts of Challenged Voter (OVF No. 40-C).

The challenged person shall take an oath before the SBEI of having not committed any of the acts alleged in the challenge and accomplish the Oath of Voter challenged for Illegal Acts (OVF No. 39). Upon taking such oath, the challenge shall be dismissed and the voter shall be allowed to vote. In case the voter refuses to take such oath, the challenge shall be sustained and the voter shall not be allowed to vote.

After determination of the challenge or protest, the SBEI shall issue the Certificate of Challenge or Protest and Decision of the Board for Voting (OVF No. 33).

This matter shall also be recorded in the Minutes of Voting and Counting (OVF No. 11-A).

Sec. 40. Record of Challenges and Oaths. – The Third Member of the SBEI shall record in the Minutes of Voting and Counting (OVF No. 11-A) all challenges and oaths taken in connection therewith and the decision of the SBEI in each case.

Sec. 41. Prohibition on Premature Announcement of Voting. – No member of the SBEI shall, before the termination of the voting, make any announcement as to whether a certain registered voter has already voted or not, as to how many have already voted or how many so far have failed to vote, or any other fact tending to show or showing the state of the polls, nor shall any member of the SBEI make any statement at any time, except as witness before a court or body, as to how any person voted.

PART II

PROVISIONS ON THE CONDUCT OF ONLINE VOTING AND COUNTING

ARTICLE IX

ELECTION FORMS AND SUPPLIES

Sec. 42. Election Forms, Documents and Supplies. – The SBRCG shall receive from the Commission, through the OFOV, election forms, documents and supplies for its use and for distribution to SBEIs and SBOCs. Except when authorized to do so earlier by the Head of Post, the SBEI shall get the forms, documents and supplies before the

start of the voting hours of each voting day. The allocation of the forms, documents and supplies shall be according to the following:

I. For Voting at the Voting kiosk:

OVCS equipment for Pre-voting enrolment and the voting kiosk, including its peripherals;

1. Laptops – Admin and Voting Kiosk;
2. Thermal printer and thermal rolls; and
3. USB.

a. Election Forms/Supplies from the Commission:

OVF No.	Description
For Final Lockdown and Sealing (FLS)	
CEF No. A17-FTS	Envelope for Minutes of FLS and Reports
Election Forms (For Voting)	
	Paper Seals
Election Forms (For Voting and Counting)	
18	Envelopes for Minutes of Voting and Counting
CEF No. A17/ 17, 17-A, 17-B, 17-C, 17-D, 17-E, 17-F, 17-G, 17-H	Envelopes for ERs
CEF No. A18C, A18D	Envelopes for Status Report, Initialization Report, Audit Logs, Precinct Statistical Report

b. Election Forms to be Downloaded/Printed/Reproduced/Purchased by Post:

OVF No.	Description
For Final Testing and Sealing (FLS)	
3	Notice of Final Lockdown and Sealing
11-F	Minutes of Final Lockdown and Sealing (Copy for the collapsible box and the Commission)
For Voting and Counting	
5	Appointment of SBEI, SBRCG, Support Staff and ACM Technical Support Personnel
6	Security Undertaking
7	Log Sheet of Acknowledgment Receipt
8	Oath of Assistor
9	Request for Overseas Field Voting
10	Request for Overseas Mobile Voting
9-A	Request for Overseas Field Pre-Voting Enrolment
10-A	Request for Overseas Mobile Pre-Voting Enrolment
11-A	Minutes of Voting and Counting (copy for the Collapsible box and the Commission)
13	Certificate of Votes
14	Certificate of Receipt of Forms and Supplies for Voting by the SBEI
30	Temporary Appointment of Chairperson/Poll Clerk/Third Member of SBEI/SBRCG

33	Certificate of Challenge or Protest and Decision of the Board for Voting
33-A	Record of Challenge/Protest for Voting
39	Oath of Voter Challenged for Illegal Acts
40	Oath of Identification of Witness of Challenged Voter
40-A	Oath of Identification of a Challenged Watcher
40-B	Oath of SBEI Member Identifying a Voting
40-C	Oath of Witness on Certain Illegal Acts of Challenged Voter
41	Summons Re: Identity of Challenged Voter
41-A	Summons Re: Certain Illegal Acts

ARTICLE X FINAL LOCKDOWN AND SEALING

Sec. 43. Period for Final Lockdown and Sealing (FLS) of OVCS; Notice. - On any scheduled day from 06 April 2025 (Sunday) to 12 April 2025 (Saturday), the SBEI shall convene in its assigned polling place to present the system ensuring that there are zero votes and seal the OVCS equipment assigned to Post. In case the presentation and sealing of the OVCS equipment cannot be done at the assigned polling place due to security and/or other practical reasons, the Post, through the OFOV, shall notify, in accordance with the procedure in the succeeding paragraphs, the SBEI, candidates, political parties, accredited citizens' arm, and other stakeholders of the place where the presentation and sealing shall be conducted.

The Post, through the OFOV, shall notify the SBEIs in writing of the date, time and place of the presentation and sealing of the OVCS equipment not later than three (3) days before the schedule of FLS.

The Post, through the OFOV, shall likewise notify the candidates, registered political parties, coalition of political parties, associations or organizations participating in the party-list system representation, or accredited citizens' arm, by posting a notice of the date, time and place of presentation and sealing (OVF No. 3) for each precinct in the bulletin boards of the Post or at the websites of the Posts, OFOV, and DFA-OVS, not later than three (3) days before the schedule of FLS.

Sec. 44. Procedures for the FLS of the OVCS for Voting. - The procedures for the FLS of the OVCS equipment for voting are as follows:

- a. Explain to those present the purpose of and the procedures for the FLS;
- b. Perform the FLS following the procedures in the OVCS Technical Manual;
- c. After performing the FLS, the SBEI shall follow the OVCS Technical Manual in shutting down the OVCS equipment for voting;
- d. The SBEI shall then place the minutes of FLS in its designated envelope for submission to the SBRCG for safekeeping;
- e. The SBEI shall duly seal the OVCS equipment for voting with the paper seal provided for the purpose;

- f. Allow watchers to place their own seal in the box of the OVCS equipment for voting, if they so desire; and
- g. Return to the SBRCG the duly sealed OVCS equipment for voting and the equipment box containing the FLS envelopes.

Sec. 45. Minutes of Final Lockdown and Sealing. – The SBEI shall promptly record all actions and data in the Minutes (OVF No. 11-F) as soon as they occur or become available, in accordance with this Resolution.

Sec. 46. Disposition of Forms/Supplies. – After the presentation and sealing, the SBEI shall;

- a. Ensure that the OVCS equipment for voting is properly sealed and secured inside its original designated box. Thereafter, leave the same inside the polling place or any secured room in the voting center; and
- b. Submit to the SBRCG the Envelopes containing all FLS reports and Minutes (A17-FTS).

The SBRCG shall keep the above documents until further instructions from the Commission.

Sec. 47. OVCS Equipment for Voting to be Opened on 13 April 2025. – After FLS, the OVCS equipment shall be opened for voting not earlier than 8:00 o'clock in the morning of 13 April 2025 (Sunday), local time of the Post, and in the presence of watchers, if any.

ARTICLE XI PROCEDURES FOR ONLINE VOTING, COUNTING OF VOTES AND TRANSMISSION OF RESULTS

Sec. 48. Voting Procedures. – The SBEI and SBRCG shall observe the following voting procedures:

I. Before 13 April 2025 upon receipt of the Election-related equipment, supplies, and materials by the Post:

a. The SBRCG shall:

- i. Receive and check the election-related supplies and materials, including the OVCS equipment and its peripherals, sent by the Commission to the Post as indicated in the Certificate of Receipt of Forms and Supplies for Voting by the SBEI (OVF No. 14), and accomplish the blank columns thereof;
- ii. Place inside the Collapsible box the forms and supplies listed in OVF No. 14;

- iii. Issue to the SBEI the Collapsible box as well as the OVCS equipment and its peripherals, and assign accomplished OVF No. 14 to the said SBEI; and
- iv. Receive from the SBEI the Collapsible box as well as the OVCS equipment and its peripherals after they have checked the contents therein, together with the corresponding accomplished OVF No. 14.

b. The SBEI shall:

- i. Remove the contents of the Collapsible box and the OVCS equipment box, and examine the quantity of the election-related supplies, materials, and peripherals, including the serial numbers, if any, to determine if they are the same as those recorded in the accomplished OVF No. 14;
 - 1. If the quantity of election-related forms, supplies, and peripherals are the same, sign the Acknowledgment Receipt on OVF No. 14; or
 - 2. If not, refer the matter to the SBRCG, who shall report to the OFOV any discrepancy.
- ii. Accomplish the Minutes of Voting and Counting (OVF No. 11-A), indicate therein the quantity of the election-related supplies, materials, and peripherals, including the serial numbers, if any. Also indicate in the said Minutes, the serial number of the paper seal that will be used to seal the OVCS equipment box during FLS;
- iii. Return the election-related forms and supplies issued inside the Collapsible box, as well as the OVCS equipment and its peripherals in its original designated box;
- iv. Seal the cover of the Collapsible box with packing tape and affix their signatures thereon; and
- v. Require the SBRCG to acknowledge receipt of the Collapsible box by accomplishing the log sheet for the purpose (OVF No. 7).

II. Before the voting begins on 13 April 2025 (8:00 AM Local Time of Post):

a. The SBRCG shall:

- i. Issue to the SBEI the Collapsible box and the OVCS equipment for voting; and
- ii. Require SBEI to acknowledge receipt of the Collapsible box and the OVCS equipment for voting using a log sheet for the purpose (OVF No. 7).

b. In the presence of the SBRCG, the SBEI shall:

- i. Break the seal and open the Collapsible box;

- ii. Take out the election-related forms and supplies to be used for the day, and enter such fact in OVF No. 11-A;
 - iii. Get the sealed OVCS equipment box and the Collapsible box, and enter such fact in OVF No. 11-A; and
 - iv. Bring the election-related forms, supplies, materials, and sealed OVCS equipment box to the polling place.
- c. In the polling place where the voting kiosk is established, the SBEI shall:**
- i. Set up the voting kiosk;
 - ii. Record the names of the watchers present, date and time of arrival, and the party or candidate they represent on the OVF No. 11-A and require them to affix their signatures;
 - iii. Ensure that the sealed OVCS equipment box is in the polling place and that it has all the election forms, documents and supplies needed;
 - iv. Show to the public and the watchers present that the OVCS equipment box is sealed, and thereafter, break the seal.
 - v. Remove the seal of the OVCS equipment box;
 - vi. Open the OVCS equipment box;
 - vii. Check whether the OVCS equipment and its peripherals are inside the OVCS equipment box;
 - viii. Get the Minutes of FLS (OVF No. 11-F) accomplished by the SBEI during FLS to:
 - 1. Check if the serial number of the paper seal used in the OVCS equipment box during FLS is the same as the serial number recorded in the Minutes of FLS (OVF No. 11-F);
 - 2. After confirmation of the serial number, place the Minutes of FLS (OVF No. 11-F) back in its envelope and seal the same with paper seal; and
 - 3. Enter in the Minutes of Voting and Counting (OVF No. 11-A) the fact that the OVCS equipment box was shown to the public with the seals intact;
 - ix. Retrieve the necessary election-related technical materials specific for the use of SBEI members and distribute the same among themselves, accordingly. Enter such fact in the Minutes of Voting and Counting (OVF No. 11-A);
 - x. Retrieve the OVCS equipment for voting and its peripherals from its box; and

- xi. Proceed to perform the OVCS operations in accordance with the OVCS Technical Manual.

III. Upon commencement of the voting period on 13 April 2025 at 8:00 AM local time of the Post:

The SBEI shall perform the following in accordance with the OVCS technical manual:

- A. Opening of polls;
- B. Initialization procedure and printing of Initialization Report;
- C. Open Voting.

IV. During the Voting Period:

At the beginning of each day during the Voting Period, the SBEI shall perform the following:

- A. Retrieve the OVCS equipment, including laptops (except the contingency laptop), printers, etc. from the SBRCG;
- B. Set up and turn on the OVCS laptops, including printers, etc., to be used for the day;
- C. Ensure that the OVCS laptops are connected to the internet and ready to be utilized for the day;

At the end of each day during the Voting Period, shut down the OVCS laptops and turn over the same, including the printers, etc., to the SBRCG for safekeeping.

Sec. 49. Close of Voting and Transmission of Election Results Procedures. – On 12 May 2025 (Monday), 7:00 PM PST, following the procedure in the OVCS Technical Manual, the SBEI shall perform the following:

- A. Close Voting;
- B. Printing nine (9) copies of ERs;
- C. Transmit Results;
- D. Printing of remaining twenty-one (21) copies of ERs;
- E. Generation of VVPAT;
- F. Printing of Audit Log and Statistical Report; and
- G. Shut down OVCS Laptop.

ARTICLE XII

POST-COUNTING PROCEDURES AND DISPOSITION OF DOCUMENTS

Sec. 50. Post-Counting Procedures. – After generating all the ERs the SBEI shall:

- a. Sign all ERs;
- b. Place ERs in the corresponding envelopes (CEF No. A17) and seal the same with paper seals;
- c. Seal the OVCS equipment accordingly;

- d. Indicate on top of each collapsible box the name of Post, Country, and no. of collapsible box (e.g. 1 of 1 or 2 of 3);
- e. Seal corresponding envelopes with paper seals. These shall remain sealed unless the Commission orders otherwise; and
- f. Require the Third Member to accomplish the Minutes of Voting and Counting (OVF No. 11-A) and place the same in corresponding envelopes. Seal the envelope containing the Minutes of Voting and Counting (copy for the collapsible box) and the Minutes of Voting and Counting (copy for the Commission);
- g. Place the corresponding reports and sealed envelopes in the designated collapsible box; and
- h. Seal the collapsible box with packing tape and affix signatures.

Sec. 51. Disposition of Election Returns. – After printing the ERs, the SBEI shall sign and affix their thumb marks in the certification portion of all copies of the ERs. Thereafter, the SBEI shall post one (1) copy of the ERs in a conspicuous place inside the polling place. The SBEI shall individually fold the ERs. The first nine (9) copies of the ERs shall be sealed with serially numbered paper seals and placed in their respective envelopes. All envelopes containing the ERs shall be sealed with serially numbered paper seals.

The SBEI shall also affix their signatures on the paper seals and envelopes on the space provided. The watchers present shall likewise affix their signatures, giving preference to the dominant majority and minority parties and Accredited Citizens' arm.

The copies of the election returns contained in each corresponding envelope shall be distributed as follows:

- a. The first copy, for the SBOC;
- b. The second copy, for the Commission, through the Election Records and Statistics Department;
- c. The third copy, for the Parish Pastoral Council for Responsible Voting (PPCRV);
- d. The fourth copy, for the National Citizens' Movement for Free Elections (NAMFREL);
- e. The fifth copy, for the dominant majority party as determined by the Commission in accordance with law
- f. The sixth copy, for the dominant minority party as determined by the Commission in accordance with law
- g. The seventh copy, for the collapsible box;
- h. The eighth copy, for posting;

- i. The ninth copy, for OFOV ;
- j. The tenth to nineteenth copies, to ten (10) accredited major national parties, excluding the dominant majority and minority parties, in accordance with a voluntary agreement among them. If no such agreement is reached, the Commission shall decide which parties shall receive the copies on the basis of the criteria provided in Section 261 of Republic Act No. 7166;
- k. The twentieth to twenty first copies, to two (2) accredited major local parties in accordance with a voluntary agreement among them. If no such agreement is reached, the Commission shall decide which parties shall receive the copies on the basis of the criteria analogous to that provided in Section 26 of Republic Act No. 7166;
- l. The twenty second to twenty fifth copies, to four (4) national broadcast or print media entities as may be equitably determined by the Commission in view of propagating the copies to the widest extent possible;
- m. The twenty sixth to twenty seventh copies, to two (2) local broadcast or print media entities as may be equitably determined by the Commission in view of propagating the copies to the widest extent possible;
- n. The twenty eighth to thirtieth copies, to three (3) major citizens' arms, not including the accredited citizens' arm, and other non-partisan groups or organization enlisted by the Commission pursuant to Section 52(k) of Batas Pambansa Blg. 88 I. Such citizens' arm, groups and organization may use the three (3) certified copies of election returns for the conduct of citizens' quick counts at the local or national levels.

ARTICLE XIV CONTINGENCY PROCEDURES

Sec. 52. General Contingency Procedure. - For any issues/concerns in relation to the provisions of this General Instructions as to the technical aspect, the SBEI and/or the OVCS Technical Support Personnel shall refer to the contingency procedures for troubleshooting provided in the OVCS Technical Manual.

Should the issues/concerns remain unresolved, the SBEI and/or OVCS Technical Support personnel shall refer the matter to the OFOV Support Center for troubleshooting.

Sec. 53. Contingency Procedure for Failure of Electronic Transmission of Results; For Manual Uploading. - If the OVCS fails to electronically transmit the results, the OVCS Technical Support shall contact the OFOV Support Center for troubleshooting.

If the OVCS still fails to electronically transmit the same even after conducting troubleshooting, the SBEI shall indicate such fact in the Minutes of Voting and Counting (OVF No. 11-A). In which case, the SBEI shall inform the OFOV with a request to undertake the personal delivery the results to the SBOC, which shall be subject to the approval of the OFOV Commissioner-in-Charge.

PART IV OTHER MISCELLANEOUS PROVISIONS

ARTICLE XV HEALTH AND SAFETY PROTOCOLS FOR OVERSEAS VOTING

Sec. 54. Health and Safety Protocols to be Observed in Overseas Voting. – For overseas voting, the Posts abroad shall follow the health and safety protocols imposed by their respective host countries.

ARTICLE XVI REGULATION ON CAMPAIGNING ABROAD

Sec. 55. Regulation on Campaigning Abroad. The use of campaign materials, as well as the limits on campaign spending shall be governed by the laws, and regulations applicable in the Philippines, and subject to the limitations imposed by laws of the host country, if applicable.

Personal campaigning of candidates must comply with both the applicable laws of the host country and the regulations established by the Commission.

All forms of campaigning within the polling place and the premises of the Posts within the thirty (30) day voting period shall be prohibited.

Sec. 56. Specific Rules on Campaigning. – The following rules shall apply during the campaign period, including the day of the election:

- a. The “port courtesies” that embassies, consulates and other foreign service establishments may extend to candidates shall not go beyond welcoming them at the airport and providing them with briefing materials about the host country, and shall at all times be subject to the availability of the personnel and funding for these activities;
- b. The embassies, consulates and other foreign service establishments shall continue to assist candidates engaged in official Philippine government activities at the host country and in making the representations with the host government;
- c. Members of the foreign service corps may attend public social, civil, religious affairs where candidates may also be present, provided that these officers and employees do not take part in the solicitation of votes and do not express public support for candidates.
- d. While nothing in the Overseas Voting Act of 2013 shall be deemed to prohibit free discussion regarding politics or candidates for public office, members of the foreign service corps cannot publicly endorse any candidate or political party nor take part in activities involving such public endorsement;

- e. No partisan political activity shall be allowed within the premises of the embassy, consulate and other foreign service establishment.
- f. Government-sponsored or permitted information dissemination activities shall be strictly non-partisan and cannot be conducted where a candidate is present.
- g. A member of the foreign service corps shall not be asked to directly organize or assist in organizing any meeting on behalf of a party or candidate, nor act as a liaison in such efforts. This prohibition applies to all types of meetings – social, civic, religious – where a candidate is present.

ARTICLE XVII HONORARIA

Sec. 57. Who are Entitled to a Grant of Honoraria. – The following are entitled to receive their honoraria:

- a. Members of the SBEI;
- b. Members of the SBRCG;
- c. OVCS Technical Support Personnel;
- d. OVCS Support Staff; and
- e. Substitutes/ Alternates of the SBEI or SBRCG.

Sec. 58. General Requirements for the Grant of Honoraria. – All the foregoing personnel who have rendered actual service for overseas voting during the election period shall be entitled to the grant of honoraria, provided that:

- a. For members comprising SBRCGs and SBEIs, they were constituted, deputized and appointed by the Commission and/or the Heads of Posts, in accordance with this Resolution;
- b. They rendered a minimum of thirty (30) day continuous service as part of the SBRCG or SBEI, during the voting period. If they failed to complete thirty (30) days of service, they shall be entitled only to a proportionate amount of the honoraria, based on the number of days actually served;

For substitute or alternate members of the SBRCG or the SBEI, they are only entitled to a proportionate amount of the honoraria, based on the number of days they actually served; and

In the case of substitute or alternate members of the SBRCG or the SBEI, they must indicate the SBRCG/SBEI member that they substituted/alternated for, corresponding to the days they actually served. Failure to indicate the same shall be a ground for non-payment of the honoraria of the substitute or alternate member.

Sec. 59. Schedule of Honoraria. – The amount of honoraria to be granted to the foregoing shall be based on the following table:

Description	Amount
For each member of the SBEI:	
Where the voter turnout is from 1 to 20,000	800 USD
Where the voter turnout is from 20,001 to 40,000	1000 USD
Where the voter turnout is from 40,001 or higher	1200 USD
For each member of the SBRCG	600 USD
OVCS Technical Personnel	600 USD
OVCS Support Staff	300 USD

Additional Honoraria shall be granted to SBEIs based on the number of countries under their jurisdiction, due to the additional functions to be performed per country (e.g., opening and closing of elections, generation and printing of all election reports), based on the following table:

Description	Amount
For each member of the SBEI:	
Where the number of countries under its jurisdiction is 6-10	50 USD
Where the number of countries under its jurisdiction is 11 or higher	100 USD

The amount of honoraria indicated in this case section, may be subject to the imposition of taxes, depending on the personal circumstances of the person who served as such.

Sec. 60. Prohibition on Multiple Honoraria/Compensation. – Any person serving in dual or multiple capacities as a member of the SBRCG, SBEI, SBOC or as their substitutes, alternates, or OVCS Technical Personnel, shall only be entitled to one (1) honorarium, based on the highest amount applicable to the roles served.

Sec. 61. Project Term Personnel; Not Entitled to Honoraria. – Any person hired as project term personnel who also serves as a member of the SBRCG, SBEI, SBOC or as their substitutes, alternates, OVCS Technical Personnel, or OVCS Support Staff shall not be entitled to any honorarium, in consideration of the compensation that they received as project term personnel.

ARTICLE XVIII ELECTION OFFENSES / PROHIBITED ACTS

Sec. 62. Supplementary Application of Sec. 261 of B.P. 881. – All election offenses/prohibited acts set forth under Sec. 261 of B.P. 881 shall also be applicable to overseas voting.

Sec. 63. Supplementary Application of Prohibited Acts under the Overseas Voting Act of 2013 and other pertinent provisions of the Omnibus Election Code. – The following acts are declared unlawful and considered as election offenses:

- a. For any officer or employee of the Philippine government to influence or attempt to influence any person covered by the Overseas Voting Act of 2013 to vote, or not to vote, for a particular candidate. Nothing herein shall be deemed to prohibit free discussion regarding politics or candidates for public office;
- b. For any person to:
 - i. Deprive another of any rights secured in the Overseas Voting Act of 2013;
 - ii. Give false information as to one's name, address, or period of residence for the purposes of establishing the eligibility or ineligibility to enroll in the OVCS or vote under the Overseas Voting Act of 2013;
 - iii. Conspire with another person for the purpose of encouraging the giving of false information in order to establish the eligibility or ineligibility of any individual to vote under the Overseas Voting Act of 2013;
 - iv. Pay, or offer to pay, or to accept payment for voting;
- c. For any person to steal, conceal, alter, destroy, mutilate, manipulate, or in any way, tamper with voter credentials for the OVCS, the ERs, or any record, document or paper required for purposes of the Overseas Voting Act of 2013;
- d. For any deputized agent to refuse, without justifiable ground, to serve or continue serving, or to comply with one's sworn duties after acceptance of the deputization;
- e. For any public officer or employee or accredited or deputized organization or association to cause the preparation, printing, distribution or posting of information or material, without the prior approval of the Commission;
- f. For any public officer or employee to cause the transfer, promotion, extension, recall of any member of the Foreign Service Corps, including members of attached agencies, or otherwise cause the movement of any such member from the current post or position one (1) year before and three (3) months after the day of elections, without securing the prior approval of the Commission;
- g. For any person who, after being deputized by the Commission to undertake activities in connection with the implementation of the Overseas Voting Act of 2013, shall campaign for or assist, in whatever manner, candidates in the elections;
- h. For any person who solicits votes or undertakes any propaganda during the thirty (30)-day overseas voting period, for or against any candidates or any political party, within the polling place or within a radius of thirty (30) meters thereof; and
- i. For any person who is not a citizen of the Philippines to participate, by word or deed, directly or indirectly through qualified organization/associations, in any manner and at any stage of the Philippines political process abroad, including participation in the campaign and elections.

The provisions of existing laws to the contrary notwithstanding, and with due regard to the Principle of Double Criminality, the prohibited acts described in this section are electoral offenses and shall be punishable in the Philippines.

ARTICLE XIX ROLE OF GOVERNMENT AGENCIES

Sec. 64. Assistance from Government Agencies. - All government offices, particularly the Department of Foreign Affairs, Department of Migrant Workers, Department of Transportation, Department of Information and Communications Technology, Department of Science and Technology - Advanced Science and Technology Institute, Bureau of Immigration, Bureau of Customs, Philippine Postal Corporation, Overseas Worker's Welfare Administration, Commission on Filipinos Overseas, the Foreign Service Institute, the Social Security System and other government agencies concerned with the welfare of Filipino overseas shall, to the extent compatible with their primary responsibilities, assist and give the Commission the fullest support in the implementation of the Overseas Voting Act of 2013;

ARTICLE XX CONCLUDING PROVISIONS

Sec. 65. Access to Official Records and Documents. - Subject to the pertinent provisions of the Overseas Voting Act of 2013, and this Resolution, any person shall have the right to access and/or copy at his/her expense Printed Computerized Voters' List (PCVLs) and other official records and documents, subject to payment of prescribed charges;

Sec. 66. Security Measures to Safeguard the Secrecy and Sanctity of the Votes. - To ensure transparency, all necessary and practicable measures shall be implemented to allow representatives of candidates, political parties, accredited citizens' arms, and non-government organizations to observe and prevent any potential fraud or coercion, thereby ensuring free, honest, orderly peaceful and credible elections.

Sec. 67. Applicability of other Election Laws. - The pertinent provisions of the Omnibus Election Code, as amended and other election laws, which are not in conflict with the provisions of the Overseas Voting Act of 2013, shall remain in full force, and shall have supplementary application to this Resolution;

Sec. 68. Enforcement and Administration by the Commission. - The Commission, for the purpose of ensuring honest, orderly, peaceful, and free elections abroad, shall have exclusive charge of the enforcement, administration and implementation of the Overseas Voting Act of 2013;

Sec. 69. Dissemination. The Education and Information Department shall cause the publication of this Resolution in two (2) daily newspapers of general circulation in the Philippines, and furnish the Department of Foreign Affairs, Department of Migrant Workers, Department of Transportation, Department of Information and Communications Technology, Department of Science and Technology - Advanced Science and Technology Institute, Bureau of Immigration, Bureau of Customs, Philippine Postal Corporation, Overseas Worker's Welfare Administration, Commission on Filipinos Overseas, the Foreign Service Institute, the Social Security

System and other government agencies concerned with the welfare of Filipino overseas;

Sec. 70. Effectivity. – These General Instructions shall take effect seven (7) days after publication in two (2) newspapers of general circulation in the Philippines.

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, **September 13, 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

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

INSTRUCTIONS: PREPARE IN DUPLICATE. The **original copy** shall be kept by the appointee and the **second copy** shall be given to/ kept by the SBRCG.

**APPOINTMENT OF CHAIRPERSON/POLL CLERK/MEMBER/SUBSTITUTE/SUPPORT STAFF/
TECHNICAL PERSONNEL**

**Special Board of Election Inspectors (SBEI)
Special Ballot Reception & Custody Group (SBRCG)**

_____ *Embassy/Post/Consulate/Country*

Date: _____
Name: _____
Address: _____

SIR/MADAM:

You are hereby appointed as _____ of the Special Board of Election Inspectors (SBEI)/Special Ballot and Reception and Custody Group (SBRCG). However, this appointment will be automatically cancelled and considered null and void if you are related within the fourth civil degree of consanguinity or affinity to any member of the same SBEI/SBRCG or to any of the candidates for Senator, and to any of the nominees for the party-list system of representation. In such case, you shall not assume the duties of the office and shall immediately return this appointment to the Head/Member of the SBRCG. Continuation in the office notwithstanding this prohibition shall be punished in accordance with law.

_____ **Head of Post/Authorized Representative**
(Signature Over Printed Name)

OATH

I do solemnly swear that I will faithfully perform the duties of _____ of the SBEI/SBRCG of the Philippine Embassy/Consulate in _____ to the best of my knowledge and ability, without favoring any person, candidate, political party or group; that I will support and defend the Constitution of the Republic of the Philippines; that I will maintain true faith and allegiance to the same; that I will obey the laws and legal orders promulgated by duly constituted authorities; and that I voluntarily impose upon myself this obligation without mental reservation or purpose of evasion. I am also not related within the fourth civil degree of consanguinity or affinity to any member of the same SBEI/SBRCG or to any of the candidates for Senator, and to any of the nominees for the party-list system of representation.

_____ **SBEI/SBRCG Chairperson/Poll Clerk/Member/Substitute/
Support Staff/Technical Personnel**
(Signature Over Printed Name)

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2025 in _____.

_____ **Head of Post/Administering Officer**
(Signature Over Printed Name)

VOTING PRIVILEGE

I would like to manifest my intent to avail of the voting privilege for government employees abroad who are members of the electoral board. Below are my details:

Last Name: _____
Middle Name: _____
First Name: _____
Date of Birth: _____

Registered as Voter in (if registered in the Philippines):

City/Municipality: _____
Province: _____

Registered as Voter in (if registered abroad):

Country: _____
Post: _____

I allow the OFOV to verify my voter registration status, so that I can vote in my assigned Post this 2025 National Elections.

_____ **SBEI/SBRCG Chairperson/Poll Clerk/Member/Substitute/
Support Staff/Technical Personnel**
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS
2025 NATIONAL ELECTIONS
OVERSEAS VOTING

Date: _____

SECURITY UNDERTAKING

I, _____, of legal age, residing at _____, and an employee of _____ /a Filipino Citizen assigned at _____ and appointed as _____ of the COMELEC, hereby undertake and declare that:
(Indicate whether SBRCG/SBEI/SBOC Chairperson/Member/Substitute/Support Staff/Technical Personnel/CCS Operator and RCG)

1. I have read and understood COMELEC Minute Resolution No. 17-0607 and/or the Office for Overseas Voting (OFOV) Systems and Data Policy, in relation to Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012," as well as its Implementing Rules and Regulations (IRR), and all other rules, regulations, and issuances relating to the protection of personal data;
2. I support the aforesaid policy in protecting the people's fundamental right to privacy of communication, while ensuring the free flow of information to promote innovation and growth;
3. I am aware that my duty as _____ involves the processing of personal information, and in such capacity, I shall ensure adherence to COMELEC Minute Resolution No.17-0607 and/or the Office for Overseas Voting (OFOV) Systems and Data Policy, in relation to Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012," as well as its Implementing Rules and Regulations (IRR), and all other rules, regulations, and issuances relating to the protection of personal data;
(Indicate whether SBRCG/SBEI/SBOC Chairperson/Member/Substitute/Support Staff/Technical Personnel/CCS Operator and RCG)
4. In situations covered by COMELEC Minute Resolution No. 17-0607 and/or the Office for Overseas Voting (OFOV) Systems and Data Policy, where I may be required by the nature and circumstance of my position, I shall:
 - a. Adhere to all General Data Privacy Principles which said policy dictates;
 - b. Process lawful information in accordance with the criteria defined therein; and
 - c. Afford data subjects their full right.
5. I fully understand that processing of personal information includes any operation or any set of operations performed upon personal information including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, and consolidation.

(Signature Over Printed Name)

AUTHENTICATION

I do hereby certify that _____ whose name appears on the SECURITY UNDERTAKING above, is the same person who signed the said undertaking, and I further certify that I am familiar with the handwriting and believe that the signature affixed to the said SECURITY UNDERTAKING is genuine.

IN WITNESS HEREOF, I have here unto set my hand, this _____ day of _____ 2025, in _____.

Head of Post/Authorized Representative
(Signature Over Printed Name)

SECURITY CLEARANCE

ADMINISTRATIVE INFORMATION (To be completed by Data Privacy Officer)	
<input type="checkbox"/> New Clearance <input type="checkbox"/> Deactivation Clearance <input type="checkbox"/> SBEI CHAIRPERSON <input type="checkbox"/> SBEI POLL CLERK <input type="checkbox"/> SBEI THIRD MEMBER <input type="checkbox"/> SBRCG CHAIRPERSON <input type="checkbox"/> SBRCG MEMBER <input type="checkbox"/> SBOC CHAIRPERSON <input type="checkbox"/> SBOC VICE - CHAIRPERSON	<input type="checkbox"/> Upgrade Clearance <input type="checkbox"/> Supplemental Clearance <input type="checkbox"/> SBOC THIRD MEMBER-SECRETARY <input type="checkbox"/> CCS OPERATOR <input type="checkbox"/> TECHNICAL PERSONNEL <input type="checkbox"/> SUPPORT STAFF <input type="checkbox"/> RCG MEMBER <input type="checkbox"/> SUBSTITUTE
Date _____	Executive Director <i>Data Protection Officer (DPO)</i>

(To be accomplished in two (2) original copies)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

CERTIFICATION OF ATTESTATION UNDER OATH BY ASSISTOR

I, _____, of legal age, a resident of
(Name of Assistor)

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

1. That I assisted _____, a registered overseas voter, during the voting period;
2. That I am a:
 - relative of the said voter within the fourth civil degree of consanguinity or affinity;
 - member of the same household; or
 - member of the SBEI.
3. That the said voter is physically unable to accomplish the digital ballot;
4. That I accomplished the digital ballot intended to the voter, in accordance with the instruction and in the presence of the latter; and
5. That I did not reveal the contents thereof to any other person except to the voter I am assisting.

Assistor
(Signature Over Printed Name)

Subscribed and sworn to before me this _____ day of _____ 2025.

Chairperson/Poll Clerk/Third Member
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
 OVERSEAS VOTING**

Post

REQUEST TO CONDUCT OVERSEAS FIELD VOTING

Date: _____

The Philippine Embassy/Consulate/MECO/POLO in _____ respectfully requests for the conduct of field voting activity in _____ on _____ considering that an estimated number of about _____ registered overseas Filipinos reside therein. Upon approval, schedules on the said field voting will be widely disseminated and its conduct will benefit Filipinos under the jurisdiction of Post. In case the said field voting activity cannot be conducted on the said date, it shall be conducted on _____.

Having secured necessary permission from _____ (as the relevant government office of the country/location where the field voting activity will be conducted), the conduct of the said field voting activity in _____ will not compromise the security, integrity and sanctity of the voting process, including the use of Automated Counting Machine (ACM) / Online Voting and Counting System (OVCS) and related equipment and paraphernalia for overseas voting. Furthermore, the conduct of the overseas field voting would be with the least expense to the Commission on Elections, the proposed budget of which is as follows:

BUDGETARY REQUIREMENTS		
DSA (USD)	Airfare (USD)	Total (USD)

Head of Post
 (Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

Post

REQUEST TO CONDUCT OVERSEAS FIELD PRE-VOTING ENROLMENT

Date: _____

The Philippine Embassy/Consulate/MECO/POLO in _____ respectfully requests for the conduct of field pre-voting enrolment activity in _____ on _____ considering that an estimated number of about _____ registered overseas Filipinos reside therein. Upon approval, schedules on the said field voting will be widely disseminated and its conduct will benefit Filipinos under the jurisdiction of Post. In case the said field pre-voting enrolment activity cannot be conducted on the said date, it shall be conducted on _____.

Having secured necessary permission from _____ (as the relevant government office of the country/location where the field pre-voting activity will be conducted), the conduct of the said field pre-voting enrolment activity in _____ will not compromise the security, integrity and sanctity of the voting process, including the use of Online Voting and Counting System (OVCS) and related equipment and paraphernalia for overseas voting. Furthermore, the conduct of the overseas field pre-voting enrolment would be with the least expense to the Commission on Elections, the proposed budget of which is as follows:

BUDGETARY REQUIREMENTS		
DSA (USD)	Airfare (USD)	Total (USD)

Head of Post
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
 OVERSEAS VOTING**

_____ **Post**

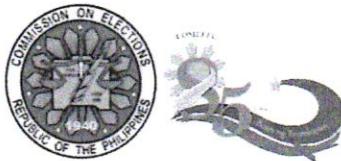
REQUEST TO CONDUCT OVERSEAS MOBILE VOTING

Date: _____

The Philippine Embassy/Consulate/MECO/POLO in _____ respectfully requests for the conduct of mobile voting activity in _____ on _____, as the same will be undertaken as part of Post’s mobile consular and outreach activities, considering that an estimate number of about _____ Filipino registered overseas voters reside therein. Upon approval, schedules on the said mobile voting will be widely disseminated and its conduct will benefit Filipinos under the jurisdiction of the Post. In case the mobile voting cannot be conducted on the said date, it shall be conducted on _____.

Having secured necessary permission from _____ as the relevant government office of the country/location where the mobile voting activity will be conducted, the conduct of mobile voting activity in _____ will not compromise the security, integrity and sanctity of the voting process, including the use of Automated Counting Machine (ACM) / Online Voting and Counting System (OVCS) and related equipment and paraphernalia for overseas voting. Furthermore, the conduct of the overseas mobile voting activity would be without any expense for the Commission on Elections.

Head of Post
 (Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

Post

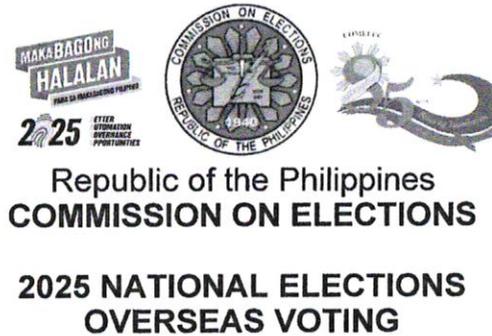
REQUEST TO CONDUCT OVERSEAS MOBILE PRE-VOTING ENROLMENT

Date: _____

The Philippine Embassy/Consulate/MECO/POLO in _____ respectfully requests for the conduct of mobile pre-voting enrolment activity in _____ on _____, as the same will be undertaken as part of Post’s mobile consular and outreach activities, considering that an estimate number of about _____ Filipino registered overseas voters reside therein. Upon approval, schedules on the said mobile pre-voting enrolment will be widely disseminated and its conduct will benefit Filipinos under the jurisdiction of the Post. In case the mobile pre-voting enrolment cannot be conducted on the said date, it shall be conducted on _____.

Having secured necessary permission from _____ as the relevant government office of the country/location where the mobile pre-voting enrolment activity will be conducted, the conduct of mobile pre-voting enrolment activity in _____ will not compromise the security, integrity and sanctity of the voting process, including the use of Online Voting and Counting System (OVCS) and related equipment and paraphernalia for overseas voting. Furthermore, the conduct of the overseas mobile pre-voting enrolment activity would be without any expense for the Commission on Elections.

Head of Post
(Signature Over Printed Name)



MINUTES OF VOTING AND COUNTING FOR OVCS VOTING POSTS

SBEI No.	Embassy/Consulate	Country

INSTRUCTIONS:

- 1. Prepare separately in two (2) copies, one copy for the Commission, and another copy for the Collapsible Box.*
- 2. The Minutes shall be accomplished by the Poll Clerk and shall be certified as true and correct in the last page by all SBEI members.*
- 3. Accomplish the Minutes by filling the blanks as soon as the acts occur or the data referred to become available. Do not wait until the end of the voting period to start preparing the Minutes.*
- 4. Do not leave any blank unfilled. If the answer to an item is none or zero, write "NONE". Use extra sheets of paper if additional writing space is needed. If the instruction is not applicable, write "N/A".*
- 5. At the end of the voting period, place each copy of the Minutes in the special envelope provided for the purpose, and distribute in accordance with instructions.*

COPY FOR THE COLLAPSIBLE BOX

OVF No. 11-A

PART III. LAST DAY OF THE VOTING PERIOD

A. Total No. of Voters Who Actually Voted During the Voting Period	
B.	
C.	

PART IV. VOTING BY ILLITERATE/PHYSICALLY DISABLED VOTER.

Name of Voter who cannot prepare his own ballot. (After each name, state whether the voter is illiterate or physically disabled.)	Date and Time	ASSISTOR'S OATH	
		Printed Name	Signature



Republic of the Philippines
COMMISSION ON ELECTIONS

2025 NATIONAL ELECTIONS
OVERSEAS VOTING

MINUTES OF VOTING AND COUNTING FOR OVCS VOTING POSTS

SBEI No.	Embassy/Consulate	Country

INSTRUCTIONS:

- 1. Prepare separately in two (2) copies, one copy for the Commission, and another copy for the Collapsible Box.*
- 2. The Minutes shall be accomplished by the Poll Clerk and shall be certified as true and correct in the last page by all SBEI members.*
- 3. Accomplish the Minutes by filling the blanks as soon as the acts occur or the data referred to become available. Do not wait until the end of the voting period to start preparing the Minutes.*
- 4. Do not leave any blank unfilled. If the answer to an item is none or zero, write "NONE". Use extra sheets of paper if additional writing space is needed. If the instruction is not applicable, write "N/A".*
- 5. At the end of the voting period, place each copy of the Minutes in the special envelope provided for the purpose, and distribute in accordance with instructions.*

COPY FOR THE COMMISSION BOX

OVF No. 11-F
(Copy for the Collapsible Box)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

***MINUTES OF VOTING AND COUNTING FOR
FINAL LOCKDOWN AND SEALING***

SBEI No.	Embassy/Consulate	Country

INSTRUCTIONS:

- 1. Prepare separately in two (2) copies, one copy for the Commission and another for the Collapsible Box.*
- 2. The Minutes shall be accomplished by the Poll Clerk and shall be certified as true and correct in the last page by all SBEI members.*
- 3. Accomplish the Minutes by filling the blanks as soon as the acts occur or the data referred to become available. Do not wait until the end of the voting period to start preparing the Minutes.*
- 4. Do not leave any blank unfilled. If the answer to an item is none or zero, write "NONE". Use extra sheets of paper if additional writing space is needed. If the instruction is not applicable, write "N/A".*
- 5. At the end of the voting period, place each copy of the Minutes in the special envelope provided for the purpose, and distribute in accordance with instructions.*

COPY FOR THE COLLAPSIBLE BOX

OVF No. 11-F

PART I. BEFORE THE START OF THE VOTING PERIOD

Particulars	Quantity	Serial Numbers	
		From	To
A. OVCS Laptop with peripherals			
B. Paper Seals			
C.			
D.			
E.			
F.			

PART II. FLS PROPER

PARTICULARS	REMARKS
A. Time FLS Started	
B. Time when OVCS Equipment for Voting was sealed and signed	
C. Serial Number of Paper Seal used for sealing the OVCS Equipment	
D. Time FLS Ended	

PART III. INCIDENTS AND IRREGULARITIES

(State here any incident and irregularity noted before or during the counting of votes that the SBEI believes should be reported. Use additional sheet, to be signed by all members of the SBEI, if the space below is not enough)

OVF No. 11-F
(Copy for the Commission)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

***MINUTES OF VOTING AND COUNTING FOR
FINAL LOCKDOWN AND SEALING***

SBEI No.	Embassy/Consulate	Country

INSTRUCTIONS:

- 1. Prepare separately in two (2) copies, one copy for the Commission and another for the Collapsible Box.*
- 2. The Minutes shall be accomplished by the Poll Clerk and shall be certified as true and correct in the last page by all SBEI members.*
- 3. Accomplish the Minutes by filling the blanks as soon as the acts occur or the data referred to become available. Do not wait until the end of the voting period to start preparing the Minutes.*
- 4. Do not leave any blank unfilled. If the answer to an item is none or zero, write "NONE". Use extra sheets of paper if additional writing space is needed. If the instruction is not applicable, write "N/A".*
- 5. At the end of the voting period, place each copy of the Minutes in the special envelope provided for the purpose, and distribute in accordance with instructions.*

COPY FOR THE COMMISSION

PART I. BEFORE THE START OF THE VOTING PERIOD

Particulars	Quantity	Serial Numbers	
		From	To
A. OVCS Laptop with peripherals			
B. Paper Seals			
C.			
D.			
E.			
F.			

PART II. FLS PROPER

PARTICULARS	REMARKS
A. Time FLS Started	
B. Time when OVCS Equipment for Voting was sealed and signed	
C. Serial Number of Paper Seal used for sealing the OVCS Equipment	
D. Time FLS Ended	

PART III. INCIDENTS AND IRREGULARITIES

(State here any incident and irregularity noted before or during the counting of votes that the SBEI believes should be reported. Use additional sheet, to be signed by all members of the SBEI, if the space below is not enough)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

**CERTIFICATE OF RECEIPT OF FORMS AND SUPPLIES FOR VOTING BY THE
SPECIAL BOARD OF ELECTION INSPECTORS**

INSTRUCTIONS: PREPARE IN TWO (2) COPIES. The SBRCG shall enter herein the quantities and serial numbers of the forms and supplies for delivery to the SBEI. The **ORIGINAL** shall be retained by the SBRCG who shall in turn arrange the copies by SBEI Member and send to OFOV, Commission on Elections, Manila, by registered mail immediately after the election. The **SECOND COPY** shall be given to the SBEI concerned.

Date

SBEI No.

Embassy/Consulate

WE, THE MEMBERS OF THE SPECIAL BOARD OF ELECTION INSPECTORS (SBEI) CERTIFY that we received from the Special Ballot Reception and Custody Group (SBRCG), the following election forms and supplies:

OVF NO.	TITLE/DESCRIPTION	RATE OF DISTRIBUTION		QUANTITY RECEIVED	SERIAL NUMBER(S)	QUANTITY RETURNED	SERIAL NUMBER(S)
2	Certified List of Overseas Voters	1	Set				
2-A	List of Voters with Voting Records	1	Set				
2-B	Certified List of Seafarer-Voters	1	Copy				
	OVCS Laptops with Peripherals (including contingency)	3	Set				
CEF No. 12	Paper seals	33	Pieces				
CEF No. A17-FTS	Envelope for Minutes of FLS and Reports	1	Set				
14	Certificate of Receipt of Forms and Supplies for Voting by the SBEI	2	Pieces				
18	Envelope for Minutes of Voting and Counting	1	Set of 2 pieces				
CEF No. A17	Envelopes for ERs	1	Set				
CEF No. A18	Envelopes for Reports	1	Set				

Chairperson
(Signature Over Printed Name)

Poll Clerk
(Signature Over Printed Name)

Third Member
(Signature Over Printed Name)

Confirmation Receipt:

Time of receipt: _____

Member, SBRCG
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
 OVERSEAS VOTING**

**TEMPORARY APPOINTMENT OF CHAIRPERSON/
 POLL CLERK/THIRD MEMBER OF SBEI/SBRCG**

INSTRUCTIONS: Prepare in two (2) copies. **first copy** to be given to the temporary appointee, and the **second copy** to be submitted to/kept by the SBRCG after the meeting of the SBEI/SBRCG.

 SBEI/SBRCG No.

 Embassy/Post/Consulate/Country

We hereby certify that as of _____ A.M./P.M. today, the Chairperson/Poll Clerk/Third Member/Member is absent, for which reason, we have temporarily appointed _____, a qualified overseas absentee voter from the post, to act as Chairperson/Poll Clerk/Third Member/Member of the Special Board of Election Inspectors (SBEI) No. _____/Special Ballot Reception and Custody Group of this voting place until the latter appears or the vacancy is filled.

The above-named appointee immediately assumed office upon taking an oath as required by law.

Chairperson/Poll Clerk
(Signature Over Printed Name)

Third Member/Member
(Signature Over Printed Name)

_____ 2025.
 Date



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

**CERTIFICATE OF CHALLENGE OR PROTEST AND DECISION
OF THE BOARD FOR VOTING**

INSTRUCTIONS: Prepare in three (3) copies. Give one (1) copy to the SBEI and one (1) copy to the individual against whom the challenge or protest is made. The challenger shall retain one (1) copy.

_____ **SBEI No.**

_____ **Embassy/Post/Consulate/Country**

We hereby certify that on _____, 2025 _____
 (Date) (Name of protestant)
 has challenged and/or filed a protest that _____

 _____ (State the ground/s for challenge/protest)

The Board, after considering the evidence presented to it, DECIDED as follows:

 _____ (State the decision of the Board)

Issued this _____ day of _____ 2025.

_____ **Chairperson**
(Signature Over Printed Name)

_____ **Poll Clerk**
(Signature Over Printed Name)

_____ **Third Member**
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

RECORD OF CHALLENGE/PROTEST FOR VOTING

INSTRUCTIONS: Prepare in three (3) copies. Give one (1) copy to the SBEI and one (1) copy to the individual against whom the challenge or protest is made. The challenger shall retain one (1) copy.

_____ **SBEI No.**

_____ **Embassy/Post/Consulate/Country**

To the members of the SBEI:

I hereby make the following challenge/protest:

In witness whereof, I hereby affix my signature this _____ day of _____ 2025.

Challenger/Protester
(Signature Over Printed Name)

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2025.

Chairperson/Poll Clerk/Third Member
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
 OVERSEAS VOTING**

OATH OF VOTER CHALLENGED FOR ILLEGAL ACTS

INSTRUCTIONS: Attach this to the Minutes of Voting and Counting after recording thereon the facts of challenge.

_____ **SBEI No.**

_____ **Embassy/Post/Consulate/Country**

I _____, do solemnly swear (or affirm) that I have not received nor expect to receive, have not paid, offered or promised to pay, nor have contributed, offered or promised to contribute money or anything of value as consideration for my vote or for the vote of another; that I have not made or received any promise to influence the giving or withholding of any vote; that I have not made any bet; and that I am not directly or indirectly interested in any bet or wager depending upon the result of the election.

VOTER
(Signature Over Printed Name)

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2025.

Chairperson/Poll Clerk/ Third Member
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
 OVERSEAS VOTING**

OATH OF IDENTIFICATION OF WITNESS OF CHALLENGED VOTER

INSTRUCTIONS: Prepare in duplicate. Attach the **original copy** to the Minutes of Voting and Counting intended for the ballot box. Give the **duplicate copy** to the person making the challenge.

_____ **SBEI No.**

_____ **Embassy/Post/Consulate/Country**

The UNDERSIGNED/I, _____, of legal age, resident

 _____ (Name of Witness)
 of _____ do solemnly swear that the voter registered under
 the name of _____ is personally known to the undersigned and that
 the voter is the same person who is now presenting to vote under the said name.

Witness
 (Signature Over Printed Name)

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2025.

Chairperson/Poll Clerk/Third Member
 (Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
 OVERSEAS VOTING**

OATH OF IDENTIFICATION OF CHALLENGED WATCHER

INSTRUCTIONS: Prepare in duplicate. Attach the **original copy** to the Minutes of Voting and Counting intended for the ballot box. Give the **duplicate copy** to the person making the challenge.

_____ SBEI No.

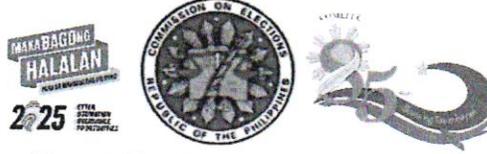
_____ Embassy/Post/Consulate/Country

The UNDERSIGNED/I, _____, duly designated
 (Name of watcher)
 official watcher of _____ in SBEI No. _____
 (State name of candidate or political party represented)
 of PE/PCG/POLO/MECO _____ do solemnly swear that I possess all the
 qualifications and none of the disqualification to be appointed as official watcher.

Watcher
 (Signature Over Printed Name)

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2025.

Chairperson/Poll Clerk/Third Member
 (Signature Over Printed Name)



Republic of the Philippines
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**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

OATH OF AN SBEI MEMBER IDENTIFYING A VOTER

INSTRUCTIONS: Prepare in duplicate. Attach the **original copy** to the Minutes of Voting and Counting intended for the ballot box. Give the **duplicate copy** to the person making the challenge.

_____ SBEI No.

_____ Embassy/Post/Consulate/Country

The UNDERSIGNED/I, _____, Chairperson/
Member of SBEI No. _____ of PE/PCG/POLO/MECO _____ do
solemnly swear that the voter registered under the name of _____ is personally known to the undersigned and that the voter is the same person who is now presenting to vote under said name.

(Signature Over Printed Name of SBEI Chairperson/
Poll Clerk/Third Member identifying a voter)

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2025.

Chairperson/Poll Clerk/Third Member
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

OATH OF WITNESS ON CERTAIN ILLEGAL ACTS OF CHALLENGED VOTER

INSTRUCTIONS: Prepare in duplicate. Attach the **original copy** to the Minutes of Voting and Counting intended for the ballot box. Give the **duplicate copy** to the person making the challenge.

_____ SBEI No.

_____ Embassy/Post/Consulate/Country

The UNDERSIGNED/I, _____, of legal age,
(Name of witness)
resident of _____ do solemnly
swear that the voter registered under the name of _____ have
committed the alleged act of:

- Having received or expects to receive money or anything of value as consideration for the vote, has paid, offered or promised to pay, or has contributed, offered or promised to contribute money or anything of value as consideration for the vote of another.
- Having made or received a promised to influence the giving or withholding of any such vote.
- Having made a bet or its interested directly or indirectly in a bet, which depends upon the results of the election.

_____ Witness
(Signature Over Printed Name)

SUBSCRIBED AND SWORN to before me this _ day of _ 2025.

_____ Chairperson/Poll Clerk/Third Member
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS OVERSEAS
 VOTING**

SUMMONS Re: IDENTITY OF CHALLENGED VOTERS

INSTRUCTIONS: Attach this to the Minutes of Voting and Counting after recording thereon the facts of challenge

_____ SBEI No.

_____ Embassy/Post/Consulate/Country

To: _____

Gentleman:

You are hereby commanded to appear before the SBEI No. _____ of PE/PCG/POLO/MECO _____ to testify before the Board on _____ at _____ a.m. / p.m. to shed light on the challenged made against _____ for allegedly:

- Not being a registered overseas voter.
- Using the name of another.
- Suffering from an existing disqualification.

FAIL NOT UNDER PENALTY.

Voter
(Signature Over Printed Name)

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2025.

Chairperson/Poll Clerk/Third Member
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
 OVERSEAS VOTING**

SUMMONS Re: CERTAIN ILLEGAL ACTS

INSTRUCTIONS: Attach this to the Minutes of Voting and Counting after recording thereon the facts of challenge

_____ **SBEI No.**

_____ **Embassy/Post/Consulate/Country**

To: _____

Gentleman:

You are hereby commanded to appear before the SBEI No. _____ of PE/PCG/POLO/MECO _____ to testify before the Board on _____ at _____ a.m. / p.m. to shed light on the challenged made against _____ for allegedly:

- Having received or expects to receive money or anything of value as consideration for the vote, has paid, offered or promised to pay, or has contributed, offered or promised to contribute money or anything of value as consideration for the vote of another.
- Having made or received a promised to influence the giving or withholding of any such vote.
- Having made a bet or its interested directly or indirectly in a bet, which depends upon the results of the election.

FAIL NOT UNDER PENALTY.

Voter
(Signature Over Printed Name)

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2025.

Chairperson/Poll Clerk/Third Member
(Signature Over Printed Name)