Pursuant to the powers vested in it by the Constitution, the Omnibus Election Code, Republic Acts No. 8189, 10366, 10367 and other related registration and election laws, the Commission on Elections (Commission) RESOLVED, as it hereby RESOLVES, to promulgate the following rules and regulations to govern the resumption of the system of continuing registration of voters in connection to the May 11, 2020 Barangay and Sangguniang Kabataan Elections and May 9, 2022 National and Local Elections:

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

1. Establish a clean, complete, permanent and updated list of voters through the mandatory taking of photograph, fingerprints and signature (biometrics) in the registration process.

2. Enhance voters’ registration experience, promote gender equality, and provide a gender sensitive, convenient, credible and well managed registration system/process which is inclusive, participatory and non-discriminatory.

SEC. 2. Gender Sensitive Registration System/Process. - In the conduct of registration, the Election Officers (EOs) shall ensure full access to registration processes of women who care for small children and encourage the local government units through the local Gender and Development Focal Point System (GFPS) Office, to open their Day Care Centers to be used as holding area for children of the registrants during registration days, at no cost to the Commission.
Cultural practices and ethnic traditions in certain areas must be respected and taken into consideration, in the encoding of demographics and taking of biometrics data, especially involving women registrants.

CHAPTER I
VOTING HISTORY AND REGISTRATION RECORDS

SEC. 3. Voting History, Corrupted Biometrics Data, Inadvertently/Erroneously Deleted Registration Records, Wrongfully Encoded Type of Applications and Deactivation of Registration Records. Before the start of the reception of applications for the conduct of registration of voters, the EOs shall:

A. Update the Voting History of the registered voters based on the Election Day Computerized Voters List (EDCVL) used during the two (2) preceding elections;

B. Using the Voter’s Registration Machines (VRMs) verify the completeness of the biometrics data and correctness of the demographics data including the nature/type of applications based on the approved Voter’s Registration Records (VRRs).

In the event of corrupted biometrics data (photograph, fingerprint, and signature), a request shall be submitted to the Election and Barangay Affairs Department (EBAD) thru Information Technology Department (ITD) for the recapturing of the corrupted voter’s biometrics data. If the corrupted biometrics data is available in the Central Database, the ITD shall provide the EO with the biometrics data of the affected voter/s. In the absence thereof, the ITD shall provide the EO with the necessary access code for the updating and recapturing of the voter’s biometrics data in accordance with the procedures in Minute Resolution No. 14-0597 dated August 19, 2014.

In case of wrongfully encoded type of application/s in the VRM/s, a request shall be submitted to EBAD thru ITD for the issuance of access code to encode the correct type of application/s;

C. Deactivate the registration records of voters based on the grounds enumerated in Section 41 of this rule.

1. For the 2020 Barangay and Sangguniang Kabataan (SK) Elections, the updating of voting history and deactivation of registration records shall be conducted based on the following schedule:
<table>
<thead>
<tr>
<th>Updating and Deactivation of Registration Records</th>
<th>Last day of posting of the List of Registration Records subject for Deactivation</th>
<th>Hearing and Approval/ Disapproval of the Deactivation of Registration Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2019 to July 31, 2019</td>
<td>August 10, 2019</td>
<td>August 13, 2019</td>
</tr>
</tbody>
</table>

No deactivation of registration records for failure to vote twice shall be made during the October 21, 2019 Election Registration Board (Board) hearing.

2. For the 2022 National and Local Elections, no deactivation of registration records for failure to vote twice shall be conducted during the last quarter of registration period and Board hearing as provided in Section 5 of this rule.

D. Submit the registration records subject to deactivation process to the Board for approval; and

E. Post the list of deactivated registration records in the OEOs and city/municipal/district bulletin boards.

CHAPTER II
FILING OF APPLICATION

SEC. 4. Date, Time and Place For Filing of Applications.—
Reception of applications for:

1. Registration, transfer of registration records, change/corrections of entries in the registration records, reactivation of registration records, inclusion of registration records and reinstatement of name in the list of voters; and

2. Updating of records of Persons with Disabilities (PWDs), Senior Citizens and members of Indigenous Peoples’ (IPs) or Indigenous Cultural Communities (ICC) and other members of vulnerable sectors,

shall be personally filed at the Office of the Election Officer (OEO) of the city/municipality where the applicant resides, during office hours, from 8:00 AM to 5:00 PM from Mondays to Saturdays including Holidays, based on the following schedules:

1. For May 11, 2020 Barangay and SK Elections:
   
a) Reception of applications shall be from August 1, 2019 to September 30, 2019.

2. For May 9, 2022 National and Local Elections:
a) Reception of applications shall be from July 6, 2020 to September 30, 2021 except December 25, 2020, Friday (Christmas Eve/Day); April 1 and 2, 2021 (Maundy Thursday and Good Friday).

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

SEC. 5. Period of Filing, Hearing and Approval/Disapproval of Applications. - The applications shall be heard by the Election Registration Board (Board) at the OEO, in accordance with the following schedule:

A. May 11, 2020 Barangay and SK Elections:

<table>
<thead>
<tr>
<th>Period to file applications</th>
<th>Last day to post Notice of Hearing with Lists of Applicant</th>
<th>Last day to file opposition to applications</th>
<th>Hearing and Approval/Disapproval of applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1, 2019 to September 30, 2019</td>
<td>October 7, 2019</td>
<td>October 14, 2019</td>
<td>October 21, 2019</td>
</tr>
</tbody>
</table>

B. May 9, 2022 National and Local Elections:

<table>
<thead>
<tr>
<th>Period to file applications</th>
<th>Last day to post Notice of Hearing with Lists of Applicant</th>
<th>Last day to file opposition to applications</th>
<th>Hearing and Approval/Disapproval of applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 4, 2021 to March 31, 2021</td>
<td>April 7, 2021</td>
<td>April 14, 2021</td>
<td>April 19, 2021</td>
</tr>
<tr>
<td>July 1, 2021 to September 30, 2021</td>
<td>October 7, 2021</td>
<td>October 14, 2021</td>
<td>October 18, 2021</td>
</tr>
</tbody>
</table>

If the last day to post notice, file oppositions and hearing for approval/disapproval falls on a holiday or a non-working day, the same shall be done on the next working day.
SEC. 6. Last Day Registration Scenario. - During the last day of registration, the following procedures shall be observed, as follows:

a. If at 3:00 o'clock p.m. of September 30, 2019 for Barangay and SK Elections and September 30, 2021 for National and Local Elections, there are still persons waiting in line to file their application for registration within the thirty (30) meter radius from the OEO, the Election Assistant (EA) shall, without delay list down their names consecutively numbered;

b. These applicants shall be called by announcing each name repeatedly three (3) times in the order in which they were listed. Any applicant who is not present when his/her name is called shall no longer be allowed to file his/her application for registration/transfer/reactivation or validation;

c. If the applicant is present when his/her name is called his/her application shall be processed and his/her biometrics data captured. The same shall continue, until all those listed shall have been processed. This procedure shall be followed whether the EO has issued queuing numbers or any other similar system; and

d. Any application filed where the applicant's biometrics data has not been captured as provided herein, shall be deemed not filed and should not be submitted to the ERB for hearing.

SEC. 7. Express Lane for Persons with Disabilities (PWDs), Senior Citizens and Pregnant Applicants. - The EO shall adopt a system to speed up the registration process to minimize queuing and avoid inconvenience in the processing of applications.

During the registration, the EO shall provide an express lane for the exclusive use of the PWDs, Senior Citizens and Heavily Pregnant Applicants.

Heavily Pregnant Applicants shall refer to those who are, at least, six (6) month on the family way (Comelec Resolution No. 10486 dated January 23, 2019).

SEC. 8. Satellite Registration. - A. The OEO shall conduct at least one (1) mandatory satellite registration of voters within the city/municipality to maximize registration turnout in:

1. Barangay hall/center;
2. Public and private schools and universities;
3. Mall and commercial establishment; and
4. Other public and convenient places
For this purpose, the OEO shall coordinate with the concerned barangay officials, university and school heads, establishment or mall administrators, citizens’ arm and other election stakeholders for the establishment of satellite registration.

B. Any interested party/s may request for the conduct of satellite registration. Accordingly, EOs shall assess, evaluate and approve the request subject to the following conditions:

a. The number of prospective applicants in the proposed venue shall not be less than Two Hundred (200);

b. Public or private buildings where satellite registration will be conducted shall not be owned, leased or occupied as residence by any incumbent city/municipal/barangay officials or of any person who is related to any city/municipal/barangay officials within the fourth civil degree of consanguinity or affinity, or leader of any political party, nor in any building or surrounding premises under the actual control of a political party or religious organization;

c. Written notices of the schedule and venue of satellite registration shall be posted in the bulletin boards of the OEO and the city/municipal/barangay hall;

d. Arrange with the local government unit through the DILG or with the requesting party for the transportation of Voters Registration Machines (VRMs), forms/supplies including COMELEC personnel;

e. Ensure that the database is backed-up before conducting the satellite registration; and

f. There shall be no extra/additional cost to the Commission in the conduct of satellite registration.

SEC. 9. Special Satellite Registration - There shall be exclusive special satellite registration for:

1. Youth [Katipunan ng Kabataan (KK)];
2. Senior Citizens (SCs);
3. Women;
4. Persons Deprived of Liberty (PDL);
5. Persons with Disabilities (PWDs); and
6. Members of Indigenous Peoples’ (IPs), Indigenous Cultural Communities (ICCs), Internally Displaced Persons (IDPs) and other vulnerable sectors.
The EOs shall showcase the events of special satellite registration and conduct extensive and massive campaign to ensure wider voters’ participation.

A. For special satellite registration of SCs, PWDs, Women, IPs/ICCs, and other vulnerable sectors, the EO shall coordinate with the concerned Non-Government Organization Network Empowering Persons with Disabilities, Women and Senior Citizens, and the National Commission on Indigenous Peoples (NCIP) or its affiliate organization/s existing in their locality for the said activity.

B. For the PDL, the special satellite registration in detention centers/jails shall be conducted in accordance with the following guidelines:

<table>
<thead>
<tr>
<th>Number of Qualified Applicants</th>
<th>Number of Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 249</td>
<td>1</td>
</tr>
<tr>
<td>250 to 499</td>
<td>2</td>
</tr>
<tr>
<td>500 to 749</td>
<td>3</td>
</tr>
<tr>
<td>750 to 999</td>
<td>4</td>
</tr>
<tr>
<td>1,000 and above</td>
<td>5</td>
</tr>
</tbody>
</table>

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

PDL who shall be eighteen years of age on election day and/or are committed inside the detention centers for at least six (6) months immediately preceding the election day may register as a voter.

For those who are already registered voters, they may apply for transfer of registration records as warranted by the circumstances.

In the conduct of the PDL satellite registration, the EO shall:

1. **Before the scheduled PDL satellite registration:**
   a. Coordinate with the Jail Warden in the Provincial/City/Municipal Jail or other Correctional/Rehabilitation/Detention Centers to determine the approximate number of qualified applicant PDLs and ensure maximum security of COMELEC personnel as well as the VRMs and its peripherals;
b. Conduct ocular inspection on the proposed registration site within the premises of the Provincial/City/Municipal Jail or other Correctional/Rehabilitation/Detention Centers, taking into consideration the number of COMELEC personnel and the VRM to be installed; and

c. Post written notice of the schedule of the satellite registration in the detention premises where said registration shall be conducted and in the bulletin board of the OEO.

2. During the satellite registration:

a. Adopt a system of processing the application to minimize queuing and speed up the registration process.

Procedures in the reception of application and capturing of biometrics enumerated in this Resolution shall apply.

a. In case the satellite registration is more than one (1) day, the EO concerned shall not leave the VRM and its peripherals in the registration site/jail premises; and

b. Subject to existing BJMP/BuCor, Provincial Jails policies, rules and regulations, watchers/representatives from political parties, citizens' arms and other civil societies shall be allowed to witness/observe the proceedings.

In Secs. 8 and 9 of this Rule, the EO shall submit to the EBAD, through Provincial Election Supervisors (OPES) and Regional Election Director (REDS), a monthly report on the approved satellite registration indicating the city/municipality, date of registration and the number of applicants not later than the 5th day of the succeeding month.

SEC. 10. Procedure in Case of Defective VRM and/or its Peripherals. - In case the VRM and/or its peripherals become defective during the registration period, application for registration, transfer of registration records, change/correction of entries in the registration records, reactivation of registration records, inclusion of registration records/reinstatement of name in the list of voters shall be received but shall not be processed.

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

Once the VRM and/or its peripherals are functional/replaced, the EO shall immediately notify in writing the concerned applicants for the taking/capturing of their biometrics data. **If the applicant fails to return despite notice in writing, his/her application shall be considered incomplete and deemed not filed and shall not be submitted to the Board.** The list of applicants who failed to return for biometrics data capturing shall be posted in the bulletin boards of the OEO and city/municipality hall.

**SEC. 11. Who May Register.** – Any Filipino citizen who is not yet a registered voter may apply for registration provided he/she possesses the following qualifications:

A. May 11, 2020 Barangay and Sangguniang Kabataan Elections:

A. 1. Barangay Elections:

1. At least eighteen (18) years of age on or before May 11, 2020 elections;

2. A resident of the Philippines for at least one (1) year and in the place wherein he/she proposes to vote, for at least six (6) months immediately preceding the May 11, 2020 Barangay and Sangguniang Kabataan Elections; and

3. Not otherwise disqualified by law.

A. 2. Sangguniang Kabataan Elections:

1. At least fifteen (15) but not more than thirty (30) years of age and a residing in the barangay for at least six (6) months on or before May 11, 2020 elections; and

2. Registered voters as of May 13, 2019 elections shall not register anew.

First time registrants who will register during the resumption of the system of registration of voters and who are eighteen (18) but not more than thirty (30) years old, shall be automatically included in the list of voters for the Katipunan ng Kabataan (KK).
B. May 9, 2022 National and Local Elections:

a. At least eighteen (18) years of age on or before May 9, 2022 National and Local Elections;

b. A resident of the Philippines for at least one (1) year and in the place wherein he/she proposes to vote, for at least six (6) months immediately preceding the May 9, 2022 National and Local Elections; and

c. Not otherwise disqualified by law.

Any person who has not reached the required voting age or period of residence on the day of registration but will possess such qualifications on or before the May 9, 2022 National and Local Elections, may register as a voter. However, the reception of their applications shall commence only on May 10, 2021 (at least one year prior to election day).

SEC. 12. Who are Disqualified to Register. - The following are disqualified to register as a voter:

a. Any person who has been sentenced by final judgment to suffer imprisonment for not less than one (1) year, such disability not having been removed by plenary pardon or amnesty;

b. Any person who has been adjudged by final judgment by a competent court or tribunal of having committed any crime involving disloyalty to the duly-constituted government, such as, rebellion, insurrection, violation of the firearms laws, or any crime against national security unless restored to his/her full civil and political rights in accordance with law; and

c. Insane or incompetent person as declared by competent authority unless subsequently declared by proper authority that such person is no longer insane or incompetent.

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

SEC. 13. Application Forms. - The following application forms shall be available at the OEO, FREE OF CHARGE:

a. Annex “A” (Revised CEF-1-A – Application);

b. Annex “B” – Supplementary Data Form;
c. Annex “C” – Certification for Registration of Applicant whose name is not found in the Local Voter’s Registration Database (LVRD), Printed Lists of Voters (PLVs), Printed Lists of Deactivated Voters (PLDVs)

These application forms may also be downloaded from the COMELEC Website, www.comelec.gov.ph, to be printed on a long bond paper (preferably substance 20/70 gsm), after which the applicant shall manually fill-up the same in three (3) copies.

The applicant may also access the Online Application Form (OAF) from the COMELEC Website, electronically fill-up the appropriate form, and print three (3) copies of the same for submission to the EO.

**SEC. 14. - Procedure for Filing of Applications for Registration.**

A. The applicant shall personally appear before the EO, state his/her name and exact address, specifying the house number, name of the street, area, district, purok or sitio, and barangay where he/she resides, or a brief description of his/her residence, and present any of the following identification documents that bear applicant’s photograph and signature:

1. Employee’s identification card (ID), with the signature of the employer or authorized representative;
2. Postal ID;
3. PWD Discount ID;
4. Student’s ID or library card, signed by the school authority;
5. Senior Citizen’s ID;
6. Driver’s license;
7. NBI clearance;
8. Passport;
9. SSS/GSIS ID;
10. Integrated Bar of the Philippine (IBP) ID;
11. License issued by the Professional Regulatory Commission (PRC);
12. Certificate of Confirmation issued by the National Commission on Indigenous Peoples (NCIP) in case of members of ICCs or IPs; or
13. Any other valid ID.

In the absence of any of the above-mentioned identification documents, the applicant may be identified under oath by any registered voter of the precinct where he/she intends to be registered, or by any of his/her relatives within the fourth civil degree of consanguinity or affinity. No registered voter or relative shall be allowed to identify more than three (3) applicants.
Community Tax Certificates (cedula) and PNP clearance shall not be honored as valid identification documents for purposes of registration.

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

B. Upon establishing the identity of the applicant, the EO shall verify the name of the applicant from the Local Voter’s Registration Database (LVRD) or in the Printed Lists of Voters (PLVs).

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

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

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

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

1. Determine the applicant’s type of application;

2. If for registration, determine from the applicant if he/she is already a registered voter in another city/district/municipality;

3. If registered in another city/district/municipality, advice the applicant to apply for transfer of registration records in accordance with Section 17 of this Rule;

4. If not registered in another city/district/municipality, the applicant shall be issued an application form or his/her pre-accomplished application form shall be accepted and the EO shall ensure that the applicant check the appropriate text box (type of application) in the accomplished application form.
In all cases, the EO shall inform the applicant of the legal consequences and effects in cases the applicant is found to have double/multiple registration records.

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

6. If the address given is within the city/municipality, the EO shall:

a. Inform the applicant of the qualifications and disqualifications prescribed by law for a voter;

b. Determine the precinct where the applicant belongs by referring to the barangay precinct map. The applicant shall be assigned temporarily to the mother precinct comprising his/her residence;

c. Indicate the temporary precinct assignment of the applicant at the upper right-hand portion of the application form;

d. The precinct assignment shall be finalized after the approval of the application. Daughter precinct(s) shall be created to accommodate approved applications in excess of the 200-voter-per-precinct limit; and

e. In case of boundary dispute, the EO shall maintain the status quo.

7. Issue the prescribed application form to the applicant in three (3) copies, unless the applicant has brought his/her printed and duly accomplished application form downloaded from the COMELEC Website.

8. Upon receipt of the application form, the applicant shall personally accomplish the same separately in his/her own handwriting and submit the accomplished application form to the EO. TITLES SUCH AS DATU, SULTAN, HADJI, BAI AND OTHER TITLES SHALL NOT BE ALLOWED TO BE INCLUDED AS PART OF THE NAME OF THE APPLICANT.

For an illegitimate person whose certificate of live birth does not include a middle name, the character “_” (underscore) shall be used for the middle name during the encoding of the data of the applicant.
In case the applicant does not know his/her birth date and the EO can reasonably ascertain that the applicant is of voting age through his/her physical features, and other relevant indicators such as year in college and number of children, the EO shall ask the applicant to supply a date of birth to the best of his/her knowledge. The EO shall then write the words “Section 14 (8) case” on top of the date of birth or anywhere on the form. In addition, the EO shall record in his/her logbook the list of names of applicants who supplied their date of birth, in accordance with this provision.

However, if the EO cannot ascertain the applicant’s age and the applicant does not supply his/her birth date, his/her application form shall be deemed incomplete and shall not be accepted.

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

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

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

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

- **First Part** - Two (2) digit province code
- **Second Part** - Two (2) digit district/city/municipal code
- **Third Part** - Two (2) digit VRM Number which is 30 (default)
- **Fourth Part** - Seven (7) digit control code which shall start with the number following the last application form number assigned on September 29, 2018 registration
11. The VRM Operator, using the Voter Registration System (VRS) shall:
   
   a. Select File -> Registration;
   
   b. Type the Application Number and press Enter button;
   
   c. Select Registration from the drop down menu;
   
   d. Encode demographics information and capture the biometrics data of the applicant; and
   
   e. Save the record.

   Thereafter, the VRM Operator shall affix his/her initial below the space provided for the EO’s name and direct the applicant to submit his/her application to the EO.

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

   a. Administer the oath;

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

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

   c. Retain the three (3) copies; and

   d. Cut the bottom portion of one copy of the application form, indicate the date of Board hearing and give it to the applicant to serve as Acknowledgment Receipt and proof of filing.

**SEC. 15. Accomplishment of Application forms for PWDs or Illiterate Person or Member of ICCs/IPs.**—A PWD shall refer to a person who has long-term physical, mental, intellectual or sensory impairments, which in interaction with various barriers may hinder their full and effective participation in the electoral processes on an equal basis with others.

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

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

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

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

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

Once the application form is accomplished, it shall be given to the EO who shall read the accomplished form aloud to the PWD or illiterate person or member of ICCs/IPs and ask him/her if the information given is true and correct.

The applicant shall, in the presence of the EO affix his/her thumbmark or some other customary mark on the duly accomplished form. If already signed or contained his/her thumbmark, the rule in Section 14 (C9) shall apply.

The Assistor shall then accomplish in three (3) copies the Supplementary Data Form, designated hereto as Annex “B”, which shall be attached to the accomplished application form.

**SEC. 16. Biometrics Capturing for Voters who are Illiterate, with Amputated Fingers or those Suffering from Paralysis.** - An illiterate applicant who is unable to sign shall be required to affix on the signature pad any mark such as, but not limited to: circle, line or star. This fact shall be indicated by the EO in the application form.
In case the applicant’s thumb and/or forefinger is amputated or paralyzed and he/she is unable to stretch the thumb and forefinger, any finger can be used for fingerprint scanning.

If one or both hands are totally amputated, the VRM Operator shall check the box for amputated in the VRS.

SEC. 17. Procedure for Filing of Application for Transfer of Registration Records from another City/District/Municipality. - Any registered voter who has transferred residence to another city/district/municipality, at least six (6) months before the May 11, 2020 in case of Barangay and Sangguniang Kabataan Elections and May 9, 2022 in case of National and Local, may apply for transfer of his/her registration record by personally appearing before the EO of his/her new residence by accomplishing the prescribed application form. The EO shall ensure that the applicant check the box corresponding to the appropriate type of application (Application for Transfer).

A. The EO shall verify the applicant’s name from the Local Voter Registration Database (LVRD)/Printed List of Voters (PLVs)/Printed List of Deactivated Voters (PLDVs).

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

   The EO shall inform the applicant that he/she is already a registered voter in the said city/district/municipality. In case of deactivated registration records, the applicant shall be advised to apply for reactivation of his/her registration records. The EO shall ensure that the applicant shall check the box corresponding to the appropriate type of application.

2. If applicant’s name is not found in LVRD/PLVs/PLDVs:

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

   b. In the absence of proof that the applicant is a registered voter, the EO shall advise the applicant to file an application for registration. The EO shall thereafter issue the prescribed application form to the applicant, who shall accomplish said form in accordance with Section 14 hereof. In addition, the applicant shall be
issued one (1) copy of a Certification (Annex "C") stating that he/she intended to apply for transfer but instead, was advised to apply for new registration.

c. A registered voter who applies for transfer of registration record shall surrender his/her Voter ID if one has been issued to him/her, to the EO of the city/municipality where he/she presently resides. Once the application for transfer is approved, the EO shall issue upon request, pending the issuance of a new Voter ID, a VRS- generated Voter Certification, free of charge.

B. The EO and VRM Operator shall then perform the applicable procedures in the processing of applications stated in Section 14 of this Rule.

Using the VRS, the VRM Operator shall:

1. Select File -> Registration;
2. Type the Application Number and press Enter button;
3. Select Transfer from other city/district/municipality from the drop down menu;
4. Encode demographics information and capture the biometrics data of the applicant; and
5. Save the record.

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

C. Application for transfer of registration records to another city/district/municipality shall be subject to notice, hearing and action of the Board.

D. Once the application is approved, NOTICE OF APPROVAL shall be sent within five (5) days thereof, without need of a copy of the approved application for transfer, to the EO of origin by registered mail or electronic mail. Notice of Approval signed by the Chairman of the Board shall indicate the following:

1. Full name;
2. Birth date;
3. Place of birth;
4. Old and current address;
5. Precinct assignment; and
6. City/district/municipality/barangay.
E. The EO of origin shall, within five (5) days upon receipt of the said Notice:

1. Delete the name of the voter from the database; and
2. Remove the voter's registration records (VRRs) from the corresponding precinct book of voters and send to the EO of the applicant's new residence.

The deletion from the database and removal of the VRR from the Book of Voters by the EO of origin shall not require Board approval.

SEC. 18. Procedure for Filing of Application for Transfer of Registration Records within the same City/District/Municipality due to Change of Address. — Any registered voter who has changed his/her address in the same city/district/municipality may apply for transfer of his/her registration record to the precinct book of voters of his/her new precinct by accomplishing the prescribed application form. The EO shall ensure that the applicant check the box corresponding to the appropriate type of application (Application for Transfer).

A. The EO shall verify from the LVRD the record of the applicant. If the name is included in the database, the voter shall be directed to proceed to the VRM Operator.

1. If the record has complete biometrics data, the VRM operator shall, using the old application form number:

   a. Select File -> Other Application -> List of Records;
   b. Type the last name, or first name and/or maternal name in the space provided and then click SEARCH button;
   c. Right-click the record of the applicant in the list and select TRANSFER from the list of application type;
   d. Edit the address and precinct number; and
   e. Save the record.

2. If the record has no biometrics data or with incomplete biometrics data, the VRM operator shall, using the old application form number:

   a. Select File -> Other Application -> List of Records;
   b. Type the last name, or first name and/or maternal name in the space provided and click SEARCH button;
c. Right-click in the record of the applicant and select TRANSFER WITH BIOMETRICS CAPTURE from the list of application type;
d. Edit the address and precinct number;
e. Capture the biometrics information; and
f. Save the record.

Once the process is completed, the EO and VRM Operator shall then perform the applicable procedures in the processing of applications stated in Section 14 of this Rule.

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

- Any registered voter whose registration has been deactivated pursuant to the grounds enumerated in Section 27 of Republic Act No. 8189 may apply for reactivation of his/her registration records by personally accomplishing in three (3) copies of the prescribed application form. The EO shall ensure that the applicant check the box corresponding to the appropriate type of application (Application for Reactivation).

A. The EO shall verify if the name of the applicant is in the LVRD/PLDVs. If his/her name is in the said LVRD/PLDVs with a status of deactivated, he/she shall be instructed to proceed to the VRM Operator.

1. If the record has complete biometrics data, the VRM operator shall, using the old application form number:
   a. Select File ->Other Application-> List of Records;
   b. Type the last name and/or first name and/or maternal name in the space provided and click SEARCH button;
   c. Right-click the record of the applicant and select REACTIVATION from the list of application type; and
   d. Save the record.

2. If the record has no biometrics data or with incomplete biometrics data, the VRM operator shall, using the old application form number:
a. Select File -> Other Application -> List of Records;
b. Type the last name and/or first name and/or maternal name in the space provided and click SEARCH button;
c. Right-click the record of the applicant and click REACTIVATION WITH BIOMETRICS CAPTURE from the list of application type;
d. Capture the biometrics information; and 
e. Save the record.

Once the process is completed, the EO and VRM Operator shall then perform the applicable procedures in the processing of application stated in Section 14 of this Rule.

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

SEC. 20. Procedure for Filing of Applications for Change of Name by Reason of Marriage, or Court Order or Order by the Civil Registrar or Consul General. - Any registered voter whose name has been changed by reason of marriage or court order or by order of the Civil Registrar or Consul General may file an application for change of name by personally accomplishing three (3) copies of the prescribed application form. The EO shall ensure that the applicant check the box corresponding to the appropriate type of application (Application for Correction of Entries).

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

a. Certification by the solemnizing officer;

b. Marriage contract or court order with certificate of finality;

c. Order by the Civil Registrar or Consul General, as the case may be.

This may also be availed of in cases where the marriage of a female registered voter has been annulled or declared as void by competent court. In this case, the affected voter may request to revert back to her maiden surname and for the change of signature. The applicant shall attach a certified true copy of the Court’s final ORDER/DECISION, annulling the marriage or declaring the marriage a nullity.

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

1. Select File -> Other Application -> List of Records;
2. Type the last name and/or first name and/or maternal name in the space provided and then click SEARCH button;
3. Right-click the record of the applicant and select CORRECTION OF ENTRIES/CHANGE from the list of application type;
4. Edit the entries for correction; and
5. Save the record.

Once the process is completed, the EO and VRM Operator shall then perform the applicable procedures in the processing of application stated in Section 14 of this Rule.

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

SEC. 21. Procedure for Filing of Applications for Correction of Entry/Entries in the Registration Records. – A registered voter whose registration record in the precinct book of voters or certified list of voters contains erroneous entries, including wrong or misspelled name, birth date, birth place or typographical errors, may request for its correction. In support thereof, he/she shall attach thereto the court order or an order of the Civil Registrar, or any other evidence warranted under the circumstances.

The registered voter shall file an application for correction of entry/entries in the registration record by personally accomplishing three (3) copies of the prescribed application form. The EO shall ensure that the applicant check the box corresponding to the appropriate type of application.

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

Using the VRS, the VRM Operator shall:

1. Select File -> Other Application -> List of Records;
2. Type the last name and/or first name and/or maternal name in the space provided and click SEARCH button;
3. Right-click the record of the applicant in the list then select CORRECTION OF ENTRIES WITH BIOMETRICS CAPTURE;
4. Edit the entries for correction; and
5. Save the record.
Once the process is completed, the EO and VRM Operator shall then perform the applicable procedures in the processing of application stated in Section 14 of this Rule.

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

SEC. 22. Procedure for Filing of Multiple Applications. – Any applicant for transfer of registration with reactivation and change of status/correction of entry shall accomplish the prescribed form. The EO shall ensure that the applicant check the box(es) corresponding to the appropriate type of application.

SEC. 23. Procedure for Filing of Applications for Reinstatement of Registered Voter Whose Name has been Omitted in the List of Voters. – Any registered voter whose name has not been included or has been omitted in the precinct certified list of the immediately preceding elections, may file an application for reinstatement. For this purpose, he/she shall personally accomplish in three (3) copies the prescribed application form. The EO shall ensure that the applicant check the box corresponding to the appropriate type of application (Application for Change/Correction of Entries/ and Inclusion/Reinstatement of Record in the List of Voters/Book of Voters).

The EO shall verify whether the name of the applicant is found in the LVRD. If the result is in the affirmative, the EO shall immediately report the incident to the EBAD and ITD for technical assessment.

In the event that applicant’s name is not found in the database, despite the fact that he/she has a VRR in the precinct book of voters, he/she shall be directed to the VRM operator who shall encode his/her demographics using the entries in his/her VRR and thereafter capture his/her biometrics in accordance with Section 14 (B11) of this Rule.

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

If it is denied or not acted upon, the applicant may file not later than January 24, 2020 for the Barangay and Sangguniang Kabataan Elections and January 21, 2022 for the National and Local Elections with the proper Municipal Circuit, Municipal or Metropolitan Trial Court a petition for an order directing that his/her name be entered in the list. He/she shall attach to the petition, a certified copy of his/her registration record or identification card or the entry of his/her name in the certified list of voters used in the preceding election, together with proof that his/her application was denied or not acted upon by the Board and that he/she has served notice to the Board.

SEC. 24. Procedure for Filing of Applications for Inclusion of Registration Record Not Included in the Precinct Book of Voters. – Any registered voter whose registration record has not been included in the precinct book of voters may file with the Board an application for
inclusion of his/her record. For the purpose, he/she shall personally accomplish in three (3) copies the prescribed application form. The EO shall ensure that the applicant check the box corresponding to the appropriate type of application (Application for Change/Correction of Entries/ and Inclusion/Reinstatement of Record in the List of Voters/Book of Voters).

The EO shall verify whether the applicant’s name is found in the database. If the result is in the affirmative, the EO shall coordinate and check with the Office of the Provincial Election Supervisors (OPES) or the National Central File-ERSD whether said voter has an existing VRR. If there is, the EO shall request for a copy.

Upon approval of the Board, the requested copy shall be marked as “RECONSTITUTED”.

If it is denied or not acted upon by the Board, the voter may file not later than January 24, 2020 for the Barangay and Sangguniang Kabataan Elections and January 21, 2022 for the National and Local Elections with the proper Municipal or Metropolitan Trial Court a petition for an order directing that the voter’s registration record be included in the precinct book of voters. The voter shall attach to the petition a certified true copy of his/her registration record or identification card or the entry of his/her name in the list of voters used in the preceding election, together with proof that his/her application was denied or not acted upon by the Board and that he/she has served notice thereof to the Board.

SEC. 25. Reconstitution of Lost or Damaged VRRs in Case of Calamity and Force Majeure. - The EO shall immediately request for reconstitution of VRRs to the Commission En Banc, through the Election Records and Statistics Department (ERSD) for approval. In support of the request, the EO shall submit a narrative report detailing the fact of loss/damage of the VRRs.

Once approved, the OEOs concerned shall observe the following procedures:

1. For Damaged (partial/total) VRRs with serviceable VRMs

   a) Coordinate with the OPES for the reproduction of the available copies of VRRs. In the absence of OPES file, request shall be made to the ERSD for the VRRs stored in the central file;

   b) In case of the unavailability of VRRs in the OPES and Central File, generate and print Voters’ Certifications (VCs) using the Voter Registration System (VRS);
c) Print the word “RECONSTITUTED” in the upper right top portion of the reproduced VRRs or printed VCs indicating the date of the reconstitution with the EO’s signature;

d) Compile the reproduced VRRs or printed VCs in the precinct book of voters, if available. In the absence of precinct book of voters, the same shall be filed in a folder properly marked as “Precinct Book of Voters”; and

e) Submit status reports to ERSD and EBAD.

2. For Damaged (partial/total) VRRs with unserviceable VRMs

a) Coordinate with the OPES for the reproduction of available copies of VRRs. In the absence of OPES file, request shall be made to the ERSD for the VRRs stored in the central file;

b) In case of the unavailability of VRRs in the OPES and Central File, request shall be made to the Information Technology Department (ITD) for the back-up copy of the database used in the immediately preceding elections;

c) Coordinate with the nearest OEOs, with the assistance of the CVL Technician, for the generation and printing of VCs in the VRS;

d) Print the word “RECONSTITUTED” in the upper right top portion of the reproduced VRRs or printed VCs indicating the date of the reconstitution and signed by the EO; and

e) Proceed with the procedures stated in No. 1, paragraphs (d) and (e).

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

SEC. 26. Applicants’ Database (Comelec Folder). - The EO shall submit to ITD, either through file transfer protocol (FTP) or courier services provider of the Commission, a monthly backup of the applicants’ database (VRS Comelec folder) on or before the 5th day of the succeeding month during the registration period.

SEC. 27. Challenges to the Right to Register. - Any person applying for registration may be challenged in writing and under oath
during the reception of the application or before the Board by any voter or representative of a registered political party in accordance with the schedule provided in Section 5 hereof. The challenge shall be attached to the application form together with the proof of notice of hearing to the applicant.

**SEC. 28. Authority of EO to Administer Oath and Issue Summons.** - The EO or in his/her absence, the Election Assistant (EA) acting as EO, shall administer oath, issue subpoena *duces tecum*, summons and swear in witnesses for purposes of registration. No fees shall be charged for the administration of the oath.

Fees and expenses incidental to the issuance and service of summons shall be as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuance of Summon/s</td>
<td>P10.00 per applicant voter.</td>
</tr>
<tr>
<td>Service of Summon/s</td>
<td>P10.00 per applicant voter.</td>
</tr>
</tbody>
</table>

The Finance Services Department shall provide the guidelines and procedures in the disbursement of the funds collected for the issuance and service of summons in accordance with the audit rules and regulations of the Commission on Audit.

**CHAPTER III**

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

**SEC. 29. Submission of Lists of Applicants.** - The EOs shall:

1. Within **three (3) days** after the end of every period to file applications provided in Section 4 of this Rule, **generate, download and submit** to the Offices of the Regional Election Director (OREDs) in case of National Capital Region, Zamboanga City and Davao City and the Offices of the Provincial Election Supervisor (OPESs), the:

   a) Lists of applicants (excluding the records of applicants for [1] REACTIVATION of registration records found DEACTIVATED in the VRS, [2] CORRECTION/CHANGE OF ENTRIES, and [3] TRANSFER WITHIN THE SAME CITY/MUNICIPALITY) using the following procedures:

      i. From the VRS, click VIEW menu and select PRINTING MENU;

      ii. From the displayed report type, select “Applicants Verification Report”, and click GENERATE button;

      iii. Input covered period for verification and click OK button to continue;
iv. Generated report will be displayed containing name and type of application. The report can be exported into Portable Document Format (PDF); and

v. The user has an option to print or save the generated report in the external drive or in the Compact Discs (CDs) for submission to ORED/OPES.

b) Extract database containing names, dates of birth, places of registration and types of applications using the following procedures:

i. In the VRS, click RECORD MANAGEMENT menu and select “Extract Record for NLRV Verification”;

ii. Select or input the date range of extraction for verification of records;

iii. Click START button to continue the process;

iv. Wait for the successful message to be displayed;

v. Extracted file will be in a comma-separated values (CSV) format and automatically be saved into the default path. The OEOs have an option to transfer into the external drive or save into the CDs for submission to ORED/OPES for verification; and

vi. Email the file using the Official COMELEC account to the OPES email address for verification in the NLRV.

2. Facilitate the timely and secured submission of the lists of applicants and extracted database (hard drive / CDs) to the OREDs/OPESs, thru:

a) Email using Official COMELEC account to the ORED/OPES email address for verification in the NLRV in areas with internet capability; and/or

b) Personal delivery of external drive or CDs in areas without internet capability or in far-flung municipalities.

3. After receipt of the verified list of applicants with annotation (external drive or CDs or through email) from the OREDs/OPES, the following procedures shall be observed:
a) Print the verified list of applicants (PDF format) and cause the posting of the name of applicant/s with finding/s in the OEOs bulletin boards;

b) Annotate in the affected application forms the finding/s;

c) Send, before the scheduled Election Registration Board (ERB) hearing, individual notice/s to the affected applicants and indicate the finding/s in the notice/s and advise him/her to appear before the ERB for the purpose of selecting the correct type of application; and

d) Submit all applications to the ERB for approval/disapproval.

**SEC. 30. Verification of Applicants’ Names in the NLRV.** - The Regional Election Director (RED) and/or Assistant Regional Election Director (ARED) in NCR; REDs and AREDs exercising direct supervision over Zamboanga City and Davao City and the Provincial Election Supervisors (PESs) shall:

1. Take custody of and access to the National List of Registered Voters (NLRV) Database.

2. Upon receipt of the lists of applicants transmitted through FTP or stored in the hard drive / CDs / email from Official COMELEC account conduct matching verification of the applicants records in the NLRV database.

3. In the NLRV database matching verification, the following procedures shall be observed:

   a. Insert the medium device or emailed file submitted by the EOs;

   b. Launch the Applicants Verification System (AVS);

   c. Multi-factor authentication screen will be displayed;

   d. Input USERID and PASSWORD for initial validation and subsequently place the registered fingerprint of the REDs/AREDs/PESs/EAs into the fingerprint scanner for authentication;

      i. Applicants Verification System screen will be displayed, click FILE menu to display SEARCH window;

      ii. Locate the extracted file to be loaded and click IMPORT button to display content of the uploaded file;
iii. After the successful importing of data, click the 
VERIFY button, wait for the successful message to 
prompt;

iv. Click PRINT button to generate applicants 
matching results; and

v. The RED (NCR, IX & XI) / PES has an option to 
print or export the generated matching report.

4. Transmit the verified applicants' list to the OEOs either through 
the Official COMELEC email account or by personal delivery of 
the hard drive or CDs and ensure that the same will be received 
by the OEOs not later than Seven (7) days before the scheduled 
ERB Hearing as provided in this Rule.

CHAPTER IV
ELECTION REGISTRATION BOARD ACTION

SEC. 31. Election Registration Board (ERB). - There shall be in 
each city and municipality as many Election Registration Boards (Board) 
as there are EOs therein. In thickly populated cities/municipalities, the 
Commission may appoint additional EOs for such duration as may be 
necessary. The ERB shall be composed of the EO as chairperson and as 
members, the public school official most senior in rank and the local civil 
registrar, or in his/her absence, the city or municipal treasurer.

SEC. 32. Substitution. - In the absence, disqualification or 
incapacity for any cause of the Chairperson, the Commission, through 
the PES, shall designate an Acting Election Officer (AEO) to serve as 
administering officer for registration purposes, and as Chairman of the 
Board, subject to confirmation by the RED. For NCR, Davao City and 
Zamboanga City, the RED shall designate the substitute, subject to the 
confirmation of the Executive Director (ED).

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

SEC. 33. Disqualification. - No member of the Board shall be 
related to each other or to any incumbent city or municipality elective 
official within the fourth civil degree of consanguinity or affinity.

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

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

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

SEC. 34. Schedule of Hearing and Compensation. - All Applications for registration shall be heard and processed on the schedule provided under Section 5 of this Rule. Should one day be insufficient to act on all applications, the Board shall meet until all applications shall have been processed but in no case shall exceed five (5) days.

Unless the Commission provides otherwise, each member of the Board shall be entitled to an honorarium, to wit:

<table>
<thead>
<tr>
<th>Number of Applications</th>
<th>Number of day(s) of ERB Hearing</th>
<th>Honorarium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1,000</td>
<td>One (1)</td>
<td>P 1,000.00</td>
</tr>
<tr>
<td>1,000 up to 2,000</td>
<td>Two (2)</td>
<td>P 1,500.00</td>
</tr>
<tr>
<td>2,001 up to 3,000</td>
<td>Three (3)</td>
<td>P 2,000.00</td>
</tr>
<tr>
<td>3,001 to 4,000</td>
<td>Four (4)</td>
<td>P 2,500.00</td>
</tr>
<tr>
<td>Above 4,000</td>
<td>Five (5)</td>
<td>P 3,000.00</td>
</tr>
</tbody>
</table>

SEC. 35. Notice of Hearing of Applications. - Upon receipt of the applications, the EO shall immediately set them for hearing, notice of hearing with attached list of applicants shall be posted in the bulletin boards of the OEO and in the city/municipality hall in accordance with the schedule provided in Section 4 hereof, furnishing copies thereof to the members of the Board, heads or representatives of registered political parties and other accredited groups or organization in the city/municipality.

Each applicant will be notified of the date of the Board hearing of his/her application by indicating the same in the Acknowledgement Receipt, with information that he/she need not appear unless required by the Board to do so. On the date of the hearing, the EO shall receive such evidence for or against the applicant.
SEC. 36. List of Applicants. - The EO, prior to the scheduled Board hearing, shall prepare a list of applicants indicating therein the names, addresses of the applicants and type of applications. The List of Applicants shall be posted in the bulletin board of the OEO together with the Notice of Hearing. Non-compliance with the posting of notice of hearing with list of applicants shall be considered as election offense.

SEC. 37. Watchers. - Every registered party and such organizations as may be authorized by the Commission shall be entitled to a watcher during the reception of the applications and in every Board hearing.

SEC. 38. - Procedures for Processing Applications

a. Preliminaries. The Board shall meet at the OEO at the date and time indicated in the notice.

Before the hearing begins, the EO as Chairman shall:

1. Let the members and others present log their names on the attendance sheet;

2. Call the proceedings to order;

3. Request counsels, if any, to enter their appearances; and

4. Determine if there is a quorum. If there is none, the EO shall adjourn and reset the hearing.

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

Rules to be observed:

1. New Registration. The Board shall ascertain if the applicant possesses all the qualifications and none of the disqualifications under the law.

2. Transfer of Registration Records. The Board shall determine if the applicant has actually transferred residence to the city, municipality where he/she filed his/her application.

3. Change of Address in the Same City or Municipality. If the change of address involves a change in precinct, the Board shall transfer his/her registration record to the precinct book of voters of
his/her new precinct and notify the voter of his/her new precinct.

4. **Correction of Entry/Change of Status.** The Board shall consider the affidavit and the attached document(s) in support thereto.

5. **Reactivation of Registration.** The Board shall determine the grounds for which the voter’s registration record was deactivated and that said grounds no longer exist.

c. **Hearing proper** - The hearing proper shall proceed as follows:

1. The Chairman shall present to the other members of the ERB all applications that are not seasonably objected or without negative findings in the NLRV verification. The Board shall examine each application and if it finds the application in order, by majority vote shall approve the applications. Otherwise, the application shall be set aside for later consideration;

2. The Chairman shall then submit to the other members the findings of the ORED/OPES NLRV verification of the names of applicants.

   If the applicant is present, the Chairman shall apprise the applicant of the finding/s and advise him/her to select/choose the correct type of application in the registration form, if he/she desires.

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

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

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

3. The Chairman shall next submit to the Board all applications that are objected/opposed, together with the evidence received in connection therewith:
a. The Chairman shall announce the name of the first applicant whose application for registration is objected/opposed and verify if the applicant is physically present and request him/her to stand up and approach the Board;

b. The applicant shall be informed of his/her right to rebut or refute the evidence presented and asked if he/she intends to do so;

c. Allow said applicant to present his/her evidence unless the same has already been filed;

d. Oppositors/counsel are not allowed to cross-examine the applicant after presenting his/her evidence. However, the Board may propound clarificatory questions;

e. Proceed to the next application following the same procedure; and

f. The Board shall continue processing the applications previously set aside by taking into consideration the material defects in the processing of the applications.

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

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

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

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

1. Number of all applications submitted to the Board for consideration;
2. Number of applications with objections/oppositions;

3. List of applicants whose applications for registration/transfer (within and from outside)/deactivation/correction of entries/change of name/reactivation/inclusion/reinstatement of record, were approved or disapproved by the ERB indicating the application number opposite their names; and

4. Brief narration of the proceedings of the Board.

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

1. One (1) copy to the OPES;

2. One (1) copy each to the representatives of the Dominant Majority Party and the Dominant Minority Party;

3. One (1) copy shall be posted in the bulletin board of his/her Office;

4. One (1) copy shall be submitted to ODEDÓ as basis for payment of honorarium;

5. One (1) copy in CD form shall be submitted to the Registration Division of EBAD with the required attachments; and

6. File copy for the EO.

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

SEC. 39. Implementation of Court Inclusion Order. - The Board, through the EO, shall implement Court Inclusion/Exclusion Orders that have become final and executory.

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

SEC. 40. Abatement of Double/Multiple Registration Records. - All registration records found to be double/multiple based on the Automated Fingerprint Identification System (AFIS) results, shall be submitted to the ERB for abatement in the database pursuant to the
policy adopted in Resolution No.9888 (Uniform and Simplified Procedures to be observed by the Offices of the Election Officers and members of the Election Registration Boards in the abatement of subsequent registration records of voters found to have double/multiple registration records through AFIS) and manually cross-out in the lists of voters pursuant to Resolution No.10516 (In the matter of Policy Guidelines and Procedures in the Conduct of Manual Cross Out and Inclusion of Names of Voters in the EDCVLs and PCVLs in connection to the May 13, 2019 NLE).

SEC. 41. Deactivation of Registration. — a) The deactivation of voters’ registration records shall be made based on the following grounds, to wit:

a) Those who have been sentenced by final judgment to suffer imprisonment of not less than one (1) year, such disability not having been removed by plenary pardon or amnesty. Provided, that any such person shall automatically reacquire the right to vote upon the expiration of five (5) years after service of sentence as certified by the clerk of court of the Municipal/Municipal Circuit/Metropolitan/Regional Trial Courts or the Sandiganbayan;

b) Those who have been adjudged by final judgment of a competent court or tribunal of having committed any crime involving disloyalty to the duly constituted government, such as rebellion, sedition, violation of the firearms laws, or any crime against national security unless restored to their full civil and political rights in accordance with law; Provided, that such person shall automatically regain his right to vote upon the expiration of five (5) years after service of sentence;

c) Those declared by competent authority to be insane or incompetent;

d) Those who failed to vote in the two (2) successive preceding regular elections as shown in their voting records. For this purpose, regular elections do not include the Sangguniang Kabataan (SK) elections;

e) Those ordered excluded from the list of voters by the court;

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

Failure to Validate or with incomplete biometrics data pursuant to Republic Act No. 10367.

After the voter’s registration record has been deactivated, the Board shall remove the same from the corresponding precinct book of voters. Properly marked and dated in indelible ink, place the same in the inactive file after entering therein the cause/s of deactivation.

For BSKE, deactivation shall be done from July 1, 2019 to July 31, 2019. The registration records subject to deactivation shall be submitted to the board for consideration during the August 13, 2019 hearing. Thereafter, EO shall notify the affected voters on the deactivation of his/her registration records and cause the posting of the list of deactivated voters in the OEO/City/Municipal bulletin boards.

**SEC. 42. Cancellation of Registration Records.** – The Board shall cancel the registration records of those who have died based on the following documents:

a. Certified list submitted by the LCR pursuant to Section 29, Republic Act 8189;

b. Sworn declaration of next of kin who have personal knowledge of the death and identity of the deceased; and

c. National List of Deceased Persons of Voting Age to be provided by the National Statistics Office (NSO) pursuant to Resolution No. 9712, duly verified by EBAD and ITD in the central database.

Before the Board hearing, the EO shall post in the bulletin boards of his/her Office and in the city/municipal hall the aforementioned lists, furnishing copies thereof to the local heads of registered political parties; the surviving spouse, if married; father or mother, if single; or if he/she has none, the nearest kin.

**SEC. 43. Publication of Action on the Application.** – Within five (5) days from approval or disapproval of applications, the Board shall post notices in the bulletin boards of the OEO and city/municipal hall, stating the names and addresses of the applicants, the dates of the applications and the actions taken thereon. The EO shall serve a copy of
the notice either personally or by registered mail or special delivery, to the local heads or representatives of registered political parties in the city/municipality.

CHAPTER V
KK, PWD, SC AND ICC/IPs REGISTRATION RECORDS

SEC. 44. - PWDs and Senior Citizens and Members of ICCs/IPs.

PWDs and senior citizens who are already registered but have not indicated the type of their disability, or who may have developed or manifested such disability after having been registered, may update their registration records during the registration period.

Members of the indigenous communities who have previously registered but have not indicated the name of the IP community to which they belong shall be allowed to update their registration records.

The updating of the registration records shall be in accordance with the following procedure:

a. The PWD/senior citizen/member of ICC/IP voters shall personally appear before the OEO/satellite registration office. PWD/senior citizen voters applying for the updating of their records shall likewise be accommodated in the express lane;

b. The EO shall conduct an interview on the personal circumstances in order to establish the identity of the PWD/senior citizen/member of ICC/IP voters. He/she shall be required to present any of the documents enumerated in Section 13 hereof;

c. Once the identity is established, the PWD/senior citizen/member of ICC/IP voters shall accomplish the prescribed form (Annex "B"). PWDs/senior citizens shall indicate the type of disability, assistance needed during election day and willingness to vote in the precincts assigned in accessible polling places (APP), while the members of ICC/IP shall indicate his/her tribe or community and submit the accomplished form to the EO.

d. The PWD/senior citizen/member of ICC/IP voters shall be instructed to affix his/her signature in the logbook.

SEC. 45. Extraction of the Registration Records of KK Members. - The EO shall ensure the complete extraction of the registration records of KK members from SK database to the regular database who will turn eighteen (18) years on election day.

SEC. 46. Extraction of Records of PWDs, Senior Citizens and ICC/IP in the Database. - The records of registered PWDs, Senior
Citizens and members of ICC/IP who have accomplished the Supplementary Data Form (Annex “B”) and manifested their intent to vote in the APP shall be tagged in the VRS in a quarterly basis. Final extraction of their records from their original precinct and assignment in the special precinct referred to in the preceding section shall be made after the last Board hearing prior to the scheduled elections.

SEC. 47. Withdrawal of Intent to Vote in APP. – PWDs, Senior Citizens and ICC/IP who have previously manifested their intent to vote in an APP and whose records have been transferred to the special precincts, may revert to their regular precincts, unless the same has reached the maximum number of voters. In such cases, he/she shall be included in another precinct comprising/covering the same territorial jurisdiction. For this purpose, he/she shall update again his/her registration record using the Supplementary Data Form (Annex “B”) during the period of filling of applications for registration.

CHAPTER VI
SEGREGATION, CUSTODY AND BACK-UP OF DATABASE

SEC. 48. Segregation, Custody and Back-up of Database in Compact Discs.

a. On a daily basis, the EO shall:

1. Gather all accomplished application forms;

2. Back-up the captured data in compact discs (CDs) through the VRM Operator. Failure to perform the back-up procedure shall be a ground for administrative disciplinary action.

3. Arrange all accomplished forms alphabetically by surname per barangay and by precinct;

4. Generate a list of those who applied for registration or transfer of registration for the day, and other applications using the VRS Program. Said list shall be posted in the bulletin boards of the OEO and the city/municipality hall;

5. Record in the logbook any untoward incident and the action taken as well as important occurrences and incidents during the registration days; and

6. Store the application forms, CDs and supplies in a safe and secure place. CDs that are not yet full or not have been finalized shall be used in the succeeding registration days.
b. At the end of the registration period (quarterly), the EO shall:

1. Generate Statistical Report on the number of applicants per application type;

2. Submit to the Board all applications received including the list of applicants and Statistical Report for action;

3. Segregate all approved applications as follows:
   
   i. The first copy shall remain with the EO;
   
   ii. The second copy, together with the Minutes of the Proceedings, to the OPES; and
   
   iii. The third copy to the National Central File Division of the ERSD which shall be submitted within two (2) weeks from every Board hearing.

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

4. Finalize CD and back-up file document.mdb or comelec.(myi, myd and frm) and delete the records of all disapproved applications. The back-up of the document.mdb or comelec.(myi, myd and frm) shall contain only records approved by the Board;

5. Execute the CONSOLIDATION function in the VRM which will extract records of all approved applications filed during the registration period; and

6. Submit the CDs containing the extracted records to ITD, through the authorized courier service of the Commission, within five (5) days after the Board hearing.

**CHAPTER VII**

**POST REGISTRATION PROCEDURES**

**SEC. 49. Assignment of Precinct Number.** – In the assignment of precinct, the following guidelines shall be observed:

A. Katipunan ng Kabataan:

1. SK Precincts established during the May 14, 2018 BSKE shall be maintained; and
2. Newly approved SK applicants shall be assigned in the established SK precincts of their place of registration. Spin-off precincts shall be created if the numbers of SK voters exceed the maximum of two hundred (200) voters per precinct.

B. Regular Voters:

1. PWDs, SCs, IPs established special precincts in accessible polling places during the May 13, 2019 National and Local Elections shall be maintained.

2. PDLs who opt to register in the precinct comprising the jail/prison facility should be assigned in the said precinct provided there are also non-PDL voters registered in the said precinct. In no case shall there be precincts exclusively established for PDL voters only.

3. For other regular voters, the assignment of precinct shall be in accordance with Section 14 (C6) of this Rule.

SEC. 50. Submission of Quarterly Progress Report (QPR) and Projects of Precincts (POPs). – The EO shall submit to EBAD soft copy of the QPR not later than the tenth (10th) day after every quarterly Board hearing.

After the last Board hearing for the BSKE, submit the POP and SNPDAT, through FTP and email to EBAD and ITD within the same period of ten (10) days.

SEC. 51. Compilation of VRRs. – The original copies of the newly approved applications shall be compiled in the Books of Voters.

SEC. 52. Petition for Inclusion of Voters in the List. – Any person whose application for registration has been disapproved by the Board or whose name has been stricken out from the list may file with the court a petition to include his/her name in the permanent list of voters in his/her precinct at any time but not later than January 24, 2020 for the Barangay and Sangguniang Kabataan Elections and January 21, 2022 for the National and Local Elections. It shall be supported by a certificate of disapproval of his/her application and proof of service of notice of his/her petition upon the Board. The petition shall be decided within fifteen (15) days after its filing.

If the decision is for the inclusion of the voters’ name in the permanent list of voters, the Board shall place the application for registration previously disapproved in the corresponding book of voters and indicate in the application for registration the date of the order of inclusion and the court which issued the same.
SEC. 53. Petition for Exclusion of Voters from the List. — Any registered voter, representative of a political party or the EO, may file with the court a sworn petition for the exclusion of a voter from the permanent list of voters giving the name, address and the precinct of the challenged voter at any time but not later than January 31, 2020 for the Barangay and Sangguniang Kabataan Elections and January 28, 2022 for the National and Local Elections. The petition shall be accompanied by proof of notice to the Board and to the challenged voter and shall be decided within ten (10) days from its filing.

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

SEC. 54. ERB Certification of the Lists of Voters. — The Board shall post notice of its meeting for the Certification of the Lists of Voters, which shall be made five (5) days prior to the scheduled posting referred to in Section 55 of this Rule, in the bulletin boards of the OEO and the city/municipal hall.

For purposes of signing the Election Day Computerized Voters Lists (EDCVLS) and Posted Computerized Voters Lists (PCVLS) during the conduct of verification and certification, each member of the Board shall be paid an honorarium based on the number of pages as provided in Resolution No. 10188 dated July 19, 2017.

SEC. 55. Posting of the Certified and Final List of Voters. — The Board shall post the certified and final list of voters in the bulletin board of the OEO ninety (90) days before the election or on the date fixed by the Commission.

SEC. 56. Mobilization/Transportation Allowance. — The Finance Services Department shall facilitate the immediate release of the OEOs mobilization/transportation allowance during the registration of voters including the conduct of mandatory satellite registration of voters as provided in Section 8 (A) of this rule, in accordance with the existing policy of the Commission, subject to the auditing rules and regulation of the Commission on Audit.

SEC. 57. Role of the Regional Election Directors (REDS) and Assistant Regional Election Directors (AREDS) and Provincial Election Supervisors (PESs). — The REDS, AREDS and PESs shall ensure the strict implementation of the provisions of this Resolution and the timely compliance of the reportorial requirements. Non-compliance shall be dealt with administratively in accordance with the existing policy of the Commission.

SEC. 58. Applicability of Other Resolutions of the Commission. — Other Resolutions of the Commission insofar as applicable and not inconsistent herewith shall apply.
SEC. 59. Effectivity. – This Resolution shall take effect seven (7) days after its publication in two (2) newspapers of general circulation in the Philippines. The Education and Information Department is hereby directed to cause the widest dissemination of this Resolution and its publication.

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

SO ORDERED.

SHERIFF M. ABAS
Chairman

AL A. PARREÑO
Commissioner

MA. ROWENA AMELIA V. GUANZON
Commissioner

LUIS TITO F. GUIA
Commissioner

SOCORRO B. INTING
Commissioner

MARLON S. CASQUEJO
Commissioner

ANTONIO T. KHO, JR.
Commissioner