



REPUBLIC OF THE PHILIPPINES
COMMISSION ON ELECTIONS
EDUCATION AND INFORMATION DEPARTMENT

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Republic of the Philippines

Commission on Elections

Manila

IN THE MATTER OF AMENDING THE REVISED GUIDELINES ON THE ISSUANCE OF SOFT COPIES OF THE COMPUTERIZED VOTERS LIST (CVL) TO REQUESTING PARTIES USING THE NATIONAL VOTER DATABASE IN THE COMELEC DATA CENTER

BRILLANTES, Sixto, Jr. S. Chairman
TAGLE, Lucenito N. Commissioner
YUSOPH, Elias R. Commissioner
LIM, Christian Robert S. Commissioner
PADACA, Maria Gracia Cielo M. Commissioner

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Promulgated: March 11, 2013

RESOLUTION NO. 9655

WHEREAS, in connection with the issuance and release of generated hashed print files of the Computerized Voters List (CVL) to all requesting parties, the Commission on Elections has been imposing a processing fee in the amount of PhP15.00 as well as a certification fee of PhP75.00 by virtue of Minute Resolution No. 11-0414¹;

WHEREAS, after careful evaluation and review of the aforementioned fees, the same has been considered excessive, and to a certain extent unreasonable, practically making the documents inaccessible to the public;

NOW, THEREFORE, pursuant to the power vested in it by the Constitution, the Omnibus Election Code (B.P. 881), Republic Act No. 8189, and other election laws, the Commission **RESOLVED**, as it hereby **RESOLVES** to

¹ "In the Matter of the Recommendations of ICT Project Management Director Renato B. Garcia submitting his Recommendations relative to the Implementation of Security Measures on the Use of Computers; Request of the DBM for Data on the buy or lease options of Election Machines, particularly used in 2010; and Issuance of Soft Copies of the Computerized Voters List (CVL), in compliance with Minute Resolution No. 11-0302."

IN THE MATTER OF AMENDING THE REVISED GUIDELINES ON THE ISSUANCE OF SOFT COPIES OF THE COMPUTERIZED VOTERS LIST (CVL) TO REQUESTING PARTIES USING THE NATIONAL VOTER DATABASE IN THE COMELEC DATA CENTER

amend the previously adopted guidelines as embodied in Minute Resolution No. 11-0414, to be read now as follows:

- “1. *Only requests related to election, registration, academic and research purposes from political parties, non-governmental organizations (NGOs), schools, and other non-commercial groups and individuals shall be entertained.*
2. *All requests shall be made in writing and shall be addressed to the Office of the Executive Director (OED), which shall approve or disapprove all requests, **without prejudice to such conditions or limitations as may be imposed by the Election Records and Statistics Department (ERSD) in connection thereto.** The letter-request shall indicate the concerned precinct(s), barangay(s), city/municipality and province of the List of Voters being requested, and the reason for such request.*
3. *Only soft copies of the hashed print files of the precinct level CVL shall be generated for requesting parties.*
4. *No database file shall be issued to any requesting party.*
5. *The requesting party shall agree in writing to use the generated hashed CVL print files only for its intended purpose, as indicated in its letter-request to COMELEC, and not to give away, reproduce or sell said list for commercial and unlawful purposes.*
6. *The requesting party shall also agree in writing not to publish any regenerated data from the COMELEC-generated hashed CVL print files in any Internet-related medium for public consumption.*
7. *Upon OED's approval of the request, the ERSD, through its National Central File Division (NCFD), shall determine the number of established precincts involved in the request and the entailing cost of the print file generation based on the availability of data, and shall accordingly charge the requesting party a processing fee of **PhP1.00** per established precinct, plus a certification fee of **PhP75.00 per request**.*

AT

SECRET

IN THE MATTER OF AMENDING THE REVISED GUIDELINES ON THE ISSUANCE OF SOFT COPIES OF THE COMPUTERIZED VOTERS LIST (CVL) TO REQUESTING PARTIES USING THE NATIONAL VOTER DATABASE IN THE COMELEC DATA CENTER

8. *The requesting party shall pay the estimated fees at the Cash Division, Administrative Services Department (ASD) before the request is to be forwarded to the ITD by the ERSD for hashed CVL print file generation. A photocopy of the Official Receipt (OR) and the OED-approved request shall accompany ERSD's transmittal for verification and documentation purposes.*
9. *The ITD shall then generate the hashed CVL print file based on ERSD's transmittal, and shall turn over the same to ERSD for recorded release to the requesting party within three (3) working days after receipt of the request.*

The abovementioned guidelines shall also apply to the Offices of the Election Officers (OEOs), which shall approve or disapprove all written requests for hashed CVL print files, generate the same based on the latest update of its local voter database after the requesting party's payment of the prescribed fees, and issue the required certification and OR.

The OEOs shall make a quarterly report of all approved and disapproved requests for CVL print files, with the corresponding payments and ORs, to the corresponding Office of the Provincial Election Supervisors (OPES), which shall in turn, submit a consolidated provincial quarterly report on the same to the Office of the Regional Election Director (ORED), which shall also submit a consolidated regional quarterly report to the Office of the Deputy Executive Director for Operations (ODEDO) for documentation and accounting purposes."

SO ORDERED.


SIXTO S. BRILLANTES, JR.
COO0014980
Chairman

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On Official Business
LUCENITO N. TAGLE
Commissioner



ELIAS R. YUSOPH
Commissioner



CHRISTIAN ROBERT S. LIM
Commissioner



MARIA GRACIA CIELO M. PADACA
Commissioner

