Republic of the Philippines
COMMISSION ON ELECTIONS
M a n i l a

RULES AND REGULATIONS ON THE RESUMPTION OF THE SYSTEM OF CONTINUING REGISTRATION OF VOTERS, VALIDATION AND UPDATING OF REGISTRATION RECORDS FOR THE MAY 9, 2016 SYNCHRONIZED NATIONAL, LOCAL AND ARMM REGIONAL ELECTIONS AND OTHER REGISTRATION POLICIES.

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Promulgated: February 19, 2014

RESOLUTION NO. 9853

Pursuant to the powers vested in it by the Constitution, the Omnibus Election Code, Republic Acts No. 8189, 10366, 10367 and other related 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, validation and updating of registration records in connection with the May 9, 2016 Synchronized National, Local and ARMM Regional Elections:

SECTION 1. ***Declaration of policy.*** – It is the policy of the Commission to establish a clean, complete, permanent and updated list of voters through the mandatory taking of *photograph, fingerprints and signature (biometrics)* in the registration process.

CHAPTER I
FILING OF APPLICATION

SEC. 2. ***Date, time and place for filing of applications.***– Applications for 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, updating of records of Persons with Disabilities (PWDs), senior citizens and members of the Indigenous Cultural Communities (ICCs) or Indigenous Peoples' (IPs) and validation of registration of records shall be personally filed beginning **May 6, 2014** to **October 31, 2015** 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.

The OEOs shall operate on a modified five (5) day work week schedule beginning Sunday to Thursday, unless modified by the Regional Election Director (RED) and approved by the Chairman of the Commission.

For this purpose, the RED shall submit the modified work week schedule, if any, to the Office of the Chairman not later than March 17, 2014 for approval. After March 17, 2014, any further modification shall observe the same procedure.

Notices of the modified work week schedule shall be posted within five (5) days upon approval in the bulletin boards of the OEO, city/municipal halls and all barangay halls of their respective jurisdiction, furnishing a copy thereof to the local representatives of accredited political parties, civic organizations and citizens' arm/s.

When necessary, the Commission may adjust or suspend the registration period.

SEC. 3. *Express lane for Persons with Disabilities (PWDs), Senior Citizens and pregnant applicants.* – The EO shall adopt a system to speed up the registration process, in order 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.

SEC. 4. *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:

Period to file applications	Last day to post Notice of Hearing with Lists of Applicant	Last day to file opposition to applications	Hearing and Approval/ Disapproval of applications
May 6 to June 30, 2014	July 7, 2014	July 14, 2014	July 21, 2014
July 1 to September 30, 2014	October 6, 2014	October 13, 2014	October 20, 2014
October 1 to December 20, 2014	January 5, 2015	January 12, 2015	January 19, 2015
January 5 to March 31, 2015	April 6, 2015	April 13, 2015	April 20, 2015
April 1 to June 30, 2015	July 6, 2015	July 13, 2015	July 20, 2015
July 1 to September 30, 2015	October 5, 2015	October 12, 2015	October 19, 2015
October 1 to 31, 2015	November 4, 2015	November 9, 2015	November 16, 2015

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. 5. *Satellite registration offices.* - Satellite registration shall be conducted either in barangay halls, public/private schools, commercial establishments and other public places within the city/municipality to ensure wider voter participation. There shall be at least one (1) satellite registration for every barangay.

Any interested party 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;

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

g. Submit monthly consolidated report on approved satellite registration to the Election and Barangay Affairs Department (EBAD) thru Provincial Election Supervisor (PES) and RED.

Sec. 6. *Detainee Satellite Registration* – There shall be a satellite registration for detainees in detention centers/jails in accordance with the following guidelines:

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

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

Detainees 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 detainee satellite registration, the EO shall:

1. **Before the scheduled detainee 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 detainees pursuant to Section 6 of this Resolution 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. Procedures in the reception of application and capturing of biometrics enumerated in this Resolution shall apply.

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

    b. 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

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

The EO shall submit, through PES and RED, a monthly report on the approved satellite registration for detainees indicating the city/municipality, date of registration and the number of applicants to the Chairman of the Committee on Detainee Voting, copy furnish EBAD.

Sec. 7. *Persons with Disabilities (PWDs) and Indigenous Cultural Communities (ICCs) or Indigenous Peoples' (IPs) Satellite Registration-* A satellite registration in areas where there are PWD and ICCs/IPs registrants shall be conducted in accordance with Section 5 except paragraph (a), of this Resolution. For this purpose, the EO shall coordinate with the concerned Non-Government Organization Network Empowering Persons with Disabilities and the National Commission on Indigenous Peoples (NCIP) or its affiliate organization/s existing in their locality for the said activity.

The EO shall submit, through PES and RED, a monthly report on the satellite registration for PWDs and ICCs/IPs, indicating the city/municipality, date of registration and the number of applicants, to the Chairman of the Committees on PWDs and ICCs/IPs, copy furnish EBAD.

SEC. 8. *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 CVL technician shall inform immediately the Information Technology Department (ITD) and EBAD that the VRM and/or its peripherals are defective. Pending the repair of the VRM and/or its peripheral, the ITD shall issue a replacement.

Once the VRM and/or its 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. 9. **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. At least eighteen (18) years of age on or before May 9, 2016 Synchronized National, Local and ARMM Regional 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, 2016 Synchronized National, Local and ARMM Regional 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, 2016 Synchronized National, Local and ARMM Regional Elections, may register as a voter. However, the reception of their applications' shall commence only on May 9, 2015 (at least one year prior to election day).

SEC. 10. **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 (1) and (2) above shall automatically reacquire the right to vote upon expiration of five (5) years after service of sentence.

SEC. 11. *Application Forms.* - The following application forms shall be available at the OEO, **FREE OF CHARGE**:

a. Annex "A" (CEF-1-A – Application for Registration);

b. Annex "B" (CEF-1B- Application for Transfer/Application for Transfer with Reactivation);

c. Annex "C" (CEF-1C – Application for Reactivation);

d. Annex "D" (CEF-1D – Application for Change/Correction of Entries/ and Inclusion/Reinstatement of Record in the List of Voters);

e. Annex "E" – Supplementary Data Form;

f. Annex "F" – Certification for Registration of Applicant whose name is not found in the National List of Registered/Deactivated Voters (NLRDV); and

g. Annex "G" – Request for Replacement of Voter ID.

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. 12. - *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; and

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. <u>No registered voter or relative shall be allowed to identify more than three (3) applicants</u>.

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 NLRDV. If found in the said list, he/she shall not issue an application for registration but shall advise the applicant to apply for:

1. Transfer of registration record, if the name is found active in the NLRDV (another district/city/municipality); or

2. Reactivation/transfer with reactivation of registration record, if the name is found DEACTIVATED in the NLRDV.

For this purpose, the ITD shall provide all EOs with the updated soft copy of the NLRDV.

c.   If the name does not appear in NLRDV, the EO shall, using a <u>*barangay* precinct map</u>, 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.

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

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

2. 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;

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

   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;

   In case of boundary dispute, the EO shall maintain the *status quo*; and

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

d.   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.**

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

In case the applicant does not know his/her birth date with certainty, and the EO can reasonably ascertain that the applicant is of voting age through his/her physical features, and other relevant indicators such as year in college and number of children, the EO shall ask the applicant to supply a date of birth to the best of his/her knowledge. The EO shall then write the words "Section 12 (d) 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.

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

f.   If the applicant has a duly accomplished application form, it shall be

signed and thumbmarked in the presence of the EO. In the event that 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.

g. 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 October 31, 2012 registration.

h. The VRM Operator, using the Voter Registration System (VRS) shall:

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

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

1. Administer the oath;

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

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

3. Retain the three (3) copies; and

4. 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. 13. *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.

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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 12 (f) shall apply.

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

SEC. 14. *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. 15. *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 9, 2016 Synchronized National, Local and ARMM Regional Elections, may apply for transfer of his/her registration record by personally appearing before the EO of his/her new residence.

The EO shall verify from the NLRDV if the applicant's name is included in the list.

a. **If applicant's name is included in the NLRDV**

The EO shall give the applicant three (3) copies of the prescribed application form (CEF-1B- Application for Transfer/Application for Transfer with Reactivation). The applicant shall thereafter accomplish said application form separately in three (3) copies subject to Section 12 hereof.

It is important that the EO shall check the box corresponding to the appropriate type of application. In the assignment of precinct number and Application Form Number, the EO shall follow the procedure provided in Section 12 (c) hereof.

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.

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

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. 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.

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.

b. **If applicant's name is not included in the NLRDV:**

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 for transfer. A facsimile/photocopy of said proof shall be attached to the application.

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 three (3) copies of the prescribed application form (CEF-1A –

Application for Registration) to the applicant, who shall accomplish said form in accordance with Section 12 hereof. In addition, the applicant shall be issued one (1) copy of a Certification (Annex "F") stating that he/she intended to apply for transfer but instead, was advised to apply for new registration.

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.

The EO and VRM Operator shall then perform the procedures stated in Section 12, Paragraphs (g), (h) and (i) hereof.

SEC. 16. *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 CEF-1B (Application for Transfer).

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

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

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

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

1. Select File -> Others-> List of Records;
2. Type the last name, or first name and/or maternal name in the space provided and click SEARCH button;

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3. Right-click in the record of the applicant and select TRANSFER WITH BIOMETRICS CAPTURE from the list of application type;
4. Edit the address and precinct number;
5. Capture the biometrics information; and
6. Save the record.

Once the process is completed, the EO and VRM Operator shall then perform the procedures stated in Section 12, Paragraph (h) last sentence and Paragraph (i) hereof.

After the Board approval, the EO shall consolidate/merge the updated 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 under Presidential Electoral Tribunal (PET) Case No. 004 entitled "Manuel A. Roxas versus Jejomar C. Binay".

SEC. 17. *Procedure for filing of applications for reactivation.* – Any registered voter whose registration has been deactivated pursuant to the grounds enumerated in Section 27 of Republic Act No. 8189 may apply for reactivation of his/her registration records by personally accomplishing in three (3) copies, both sides of the prescribed application form (CEF-1C – Application for Reactivation).

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

a. If the record has complete biometrics data, 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 click SEARCH button;
3. Right-click the record of the applicant and select REACTIVATION from the list of application type; and
4. Save the record.

b. If the record has no biometrics data or with incomplete biometrics data, 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 click SEARCH button;

3. Right-click the record of the applicant and click REACTIVATION WITH BIOMETRICS CAPTURE from the list of application type;

4. Capture the biometrics information; and

5. Save the record.

Once the process is completed, the EO and VRM Operator shall then perform the procedures stated in Section 12, Paragraph (h) last sentence and Paragraph (i) hereof.

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

SEC. 18. *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 (CEF-1D – Application for Change). It is important that the EO shall check the box corresponding to the appropriate type of application.

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 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 procedures stated in Section 12, Paragraph (h) last sentence and Paragraph (i) hereof.

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

SEC. 19. *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 (CEF-1D – Application for Correction of Entries). After completion thereof, the EO shall retain the same, 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. It is important that the EO shall check the box corresponding to the appropriate type of application.

The EO shall verify in his/her database 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 procedures stated in Section 12, Paragraph (h) last sentence and Paragraph (i) hereof.

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

SEC. 20. *Procedure for filing of multiple applications.* – Any applicant for transfer of registration with reactivation and change of status/correction of entry shall accomplish CEF-1B AND CEF-1D, following the procedures in Sections 15, 16, 17, 18 and 19 provided therein.

Sec. 21. *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 immediate preceding elections, may file an application for reinstatement. For this purpose, he/she shall personally accomplish in three (3) copies the prescribed application form (CEF-1D – Application for Change/Correction of Entries/ and Inclusion/Reinstatement of Record in the List of Voters). It is important that the EO shall check the box corresponding to the appropriate type of application.

The EO shall verify whether the name of the applicant is found in the database. 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 12.

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 25, 2016 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. 22. *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 (CEF-1D – Application for Change/Correction of Entries/ and Inclusion/Reinstatement of Record in the List of Voters/Book of Voters). The EO shall check the box corresponding to the appropriate type of application.

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 25, 2016 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. 23. *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 procedure:

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

   a) Coordinate with the OPES in 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 in the VRM using the Voter Registration System (VRS);

   c) Print the word **"RECONSTITUTED"** in the upper right top portion of the reproduced VRRs or printed voter's certification, indicating the date of the reconstitution with the EO's signature;

d) Compile the reproduced VRRs or printed voters' certifications 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 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 voters' certifications in the VRM using the VRS;

d) Print the word **"RECONSTITUTED"** in the upper right top portion of the reproduced VRRs or printed voter's certification, 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. 24. *Challenges to the right to register.* - Any person applying for registration may be challenged in writing and under oath before the Board by any voter or representative of a registered political party in accordance with the schedule provided in Section 4 hereof. The challenge shall be attached to the application form together with the proof of notice of hearing to the applicant.

Any challenge/objection/opposition made during the reception of the application for registration, must be filed in writing in two (2) copies, under oath and subject to the requirements under Sections 4 and 25 hereof.

SEC. 25. *Authority of EO to administer oath and issue summons.* – The EO or in his/her absence, the Election Assistant acting as EO, shall administer oath, issue subpoena *duces tecum* 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 of summons pursuant to Minute Resolution No. 02-0130 shall be subject to a separate policy/resolution of the Commission.

CHAPTER II
ELECTION REGISTRATION BOARD ACTION

Sec. 26. *Election Registration Board (ERB).* - There shall be in each city and municipality as many Election Registration Boards (ERBs) as there are EOs therein. In thickly populated cities/municipalities, the Commission may appoint additional EOs for such duration as may be necessary. The Board shall be composed of the EO as chairman 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. 27. *Substitution.* - In case of absence, disqualification or incapacity for any cause of the Chairman, 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 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. 28. *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 July 21, 2014 (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

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receipt of the copy of the petition. With or without the answer, the PES/RED must resolve the petition <u>not later than three</u> (3) days from July 21, 2014.

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. 29. *Schedule of Hearing and Compensation.* - All Applications for registration shall be heard and processed on the schedule provided under Section 4 hereof. Should one day be insufficient to act on all applications, the Board shall meet until all applications shall have been processed.

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

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

For purposes of the conduct of election, plebiscite, referendum, initiative or recall, the Board shall convene to sign the Certified List of Registered Voters and shall be paid an honorarium of One Thousand Pesos (P 1,000.00) for each member.

SEC. 30. *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. 31. *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. 32. *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. 33. - *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 Board all applications that are not seasonably objected. 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 next submit to the Board all applications that are objected/opposed, together with the evidence received in connection therewith:

   i. 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;

   ii. 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;

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

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

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

   vi. 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 Board 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 Board 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 ODEDO 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. 34. *Implementation of court inclusion order.* – The Board shall implement Court Inclusion/Exclusion Orders that have become final and executory, thirty (30) days before the May 9, 2016 Synchronized National, Local and ARMM Regional Elections. Otherwise, the same shall be referred to the Law Department.

The EO shall request from the ITD through EBAD the issuance of the hash code to effect the inclusion/exclusion of the registration records of the concerned voters in the database.

SEC. 35. *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 abated pursuant to the policy adopted in Resolution No. 9764 dated August 30, 2013.

Sec. 36. *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. 37. *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 III
VALIDATION OF REGISTRATION RECORDS

Sec. 38. *Validation.* –Validation is the process of completing the data of registered voters who have no biometrics data or with incomplete biometrics data by capturing the same in the VRS.

The EO shall generate and print the list of registered voters with no biometrics data or with incomplete biometrics data by precinct.

Said list shall be posted in the bulletin boards of the district/city/municipal/barangay halls, and the OEO and in three (3) other conspicuous places within the locality.

Individual written notices shall be served by registered mail with return card to the voters concerned using the address indicated in the VRRs.

The conduct of Validation shall be in accordance with the following procedure:

a. The voter shall personally appear before the OEO/satellite registration office;

b. Based on the list of voters with no biometrics data or with incomplete biometrics, the EO shall conduct an interview on the personal circumstances in order to establish the identity of the voter. He/she shall be required to present any of the following documents enumerated in Section 12 hereof;

c. Once the identity of the voter is established, the EO shall verify in the database whether his/her record has no biometrics data or with incomplete biometrics data. If the applicant has no biometrics data or with incomplete biometrics data, the date, time, name of the voter and VRR number shall be recorded in the logbook. Thereafter, he/she shall be directed to the VRM Operator.

The VRM Operator shall:

1. Click "Select File", then click "Other Application" then click "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 in the record of the voter and select VALIDATION from the list of application type;

    4. Click on the BIOMETRICS tab;

    5. Capture the photo, signature and fingerprints of the voter; and

    6. Save the record.

d. The voter shall be instructed to affix his/her signature in the logbook.

The EO shall prepare a report on the status of validation which shall be submitted together with the Quarterly Progress Report (QPR).

UPDATING OF RECORDS OF PWDs, SENIOR CITIZENS AND MEMBERS ICCs/IPs

Sec. 39. *Updating the records of 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.

Members of the indigenous communities who have previously registered but have not indicated the name of the IP community to which he/she belongs shall be allowed to update his/her 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 following documents enumerated in Section 12 hereof;

c. Once the identity is established, the PWD/senior citizen/member of ICC/IP voters shall accomplish the prescribed form (Annex "E"). 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. 40. *Assignment of PWDs and Senior Citizens in Accessible Polling Places (APPs).* – Special precinct number shall be created for PWDs and senior citizens who manifested their intent to vote in the APP. The special precinct number shall consist of the following:

Four-digit number	–	corresponds to the last precinct in a voting center.
Suffix	–	"P1" for the first APP "P2"for the next, and so on

(Example: the last number of established precinct in a voting center is "0005A" then the first special precinct number shall be "0005P1".)

Sec. 41. *Extraction of records of PWDs and Senior Citizens in the database.* – The records of registered PWDs and senior citizens who have accomplished the Supplementary Data Form (Annex "E") 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 (November 16, 2015).

Sec. 42. *Generation of data of members of ICCs/IPs-* The EO shall generate data on registered members of ICCs/IPs for submission to the ITD every three (3) months from the start of the registration period. The ITD shall immediately consolidate the data at the national level and submit the same to the ERSD. The ERSD shall generate statistics on the demographics and other pertinent information involving the members of ICCs/IPs throughout the country. The statistics generated shall be made accessible to concerned government offices, accredited citizens' arms and other organizations that promote their rights, subject to specific guidelines to protect the privacy of the individual/s concerned.

Sec. 43. *Withdrawal of intent to vote in APP* – PWDs and senior citizens 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 "E") during the period of filling of applications for registration.

CHAPTER IV
SEGREGATION, CUSTODY AND BACK-UP OF DATABASE

SEC. 44. *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.

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 V
VOTER IDENTIFICATION CARD

SEC. 45. *Issuance of Voter ID*–Voter ID shall be issued by the EO, free of charge to the voter personally or through his/her representative armed with notarized authorization document. Verification of the status of Voter ID may be made through the COMELEC Website's Precinct Finder and **#VoterIDKo** project of the Education and Information Department (EID).

Sec. 46. Replacement of Voter ID. – A) In case the Voter ID is damaged, defaced or lost through the fault of the voter, he/she may file a request for reprinting, accompanied by an affidavit of loss or the torn or defaced ID as the case may be, to the OEO concern by accomplishing Annex "G" and pay the amount of One Hundred Pesos (P100.00) for the cost of reprinting and forwarding of his/her new voter ID to the OEO.

B) In the event that the Voter ID is damaged, defaced or lost in the custody of the EO, without his/her fault, the EO shall coordinate with the ITD for the reprinting of the same by accomplishing Annex "H", together with a brief narrative report stating therein the proximate cause of such damage, defacement or loss.

C) In case the Voter ID is damaged, defaced or lost in the custody of the EO, due to his/her fault, negligence or non-compliance with Resolution No. 9387, the EO may request for reprinting of the same to the ITD using the same Annex "H" and pay the amount of One Hundred Pesos (P100.00) per ID, for the cost of reprinting, without prejudice to the filing of administrative case against him/her.

CHAPTER VI
POST REGISTRATION PROCEDURES

Sec. 47. *Submission of Quarterly Progress Report (QPR) and Projects of Precincts (POPs).* – The EO shall submit to EBAD soft copy of the QPR within ten (10) days after the conclusion of the quarterly Board hearing and POP (regular voters and detainee voters) after the last quarter Board hearing, through the fastest means available.

SEC. 48. ***Compilation of VRRs*** – The original copies of the newly approved applications shall be compiled in the Books of Voters used during the October 25, 2010 Barangay and SK Elections.

SEC. 49. ***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 25, 2016.** 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. 50. ***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 30, 2016.** 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. 51. *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. 52. *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

conducted at least five (5) days prior to the scheduled posting referred to in the preceding section, in the bulletin boards of the OEO and the city/municipal hall.

SEC. 53. *Role of the Regional Election Directors (REDs) and Assistant Regional Election Directors (AREDs) and Provincial Election Supervisors (PESs).* – The REDs, AREDs and PESs shall ensure timely compliance of the EOs submission of all the required reports and shall be held directly responsible and accountable for non-compliance within the period herein provided.

SEC. 54. *Applicability of other resolutions of the Commission.* – Other Resolutions of the Commission insofar as applicable and not inconsistent herewith shall apply.
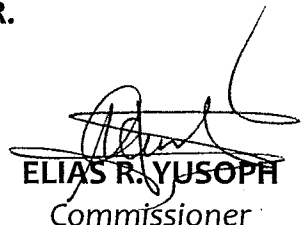
SEC. 55. *Effectivity.* – This Resolution shall take effect seven (7) days after its publication in two (2) newspapers of general circulation in the Philippines. The Education and Information Department is hereby directed to cause the widest dissemination of this Resolution and its publication.

Let the Election and Barangay Affairs Department and Information Technology Department implement this Resolution.

SO ORDERED.

SIXTO S. BRILLANTES, JR.
Chairman

LUCENITO N. TAGLE
Commissioner

ELIAS R. YUSOPH
Commissioner

CHRISTIAN ROBERT S. LIM
Commissioner

MARIA GRACIA CIELO M. PADACA
Commissioner

AL A. PARREÑO
Commissioner

LUIE TITO F. GUIA
Commissioner