



Republic of the Philippines
Department of Education


11 NOV 2015

DepEd MEMORANDUM
No. **137**, s. 2015

DISSEMINATION OF COMELEC RESOLUTION NO. 10003
(Rules and Regulations on Local Absentee Voting in Connection
With the May 9, 2016 National and Local Elections)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division/City Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of the Commission on Elections (COMELEC) Resolution No. 10003 dated October 14, 2015 entitled *Rules and Regulations on Local Absentee Voting in Connection With the May 9, 2016 National and Local Elections*.
2. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUYASTRO FSC
Secretary

Encl.:
As stated

Reference:
None

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
ELECTIONS
LEGISLATION
OFFICIALS

DepEd Form 101 - Dissemination of COMELEC Resolution No. 10003
07/18/November 9, 2015



REPUBLIC OF THE PHILIPPINES
COMMISSION ON ELECTIONS
Manila

COMMISSION ON ELECTIONS
HEAD OFFICE OF THE DIRECTOR

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137-15

RULES AND REGULATIONS ON LOCAL ABSENTEE VOTING IN CONNECTION WITH THE MAY 9, 2016 NATIONAL AND LOCAL ELECTIONS

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PROMULGATED: October 7, 2015

137-15

RESOLUTION NO. 10075

The Commission on Elections, pursuant to the powers vested in it by the Constitution, the Omnibus Election Code, Executive Order No. 157, Republic Act No. 7166, Republic Act No. 10360, and other pertinent election laws, **RESOLVED** as it hereby **RESOLVES** to promulgate the following rules and regulations on local absentee voting:

SECTION 1. Definition of terms. The following terms are hereby defined as follows:

- a) **Local absentee voting.** refers to a system of voting where governmental officials and employees, including members of the Armed Forces of the Philippines (AFP) and the Philippine National Police (PNP) as well as members of the media, media practitioners including their technical and support staff (media voters) who are duly registered voters, are allowed to vote for national positions (i.e., President, Vice President, Senators and Party List Representations, in places where they are not registered voters, but where they are temporarily assigned to perform election duties on election day, or in case of media voters, they will not be able to vote due to the performance of their functions in covering and reporting on the elections;
- b) **Media** – refers to those who are engaged in news reporting or commentary on a large scale, including correspondents of national, regional, provincial, city, or municipal publications or broadcast outlets, or those engaged in other forms of journalism and their technical and support staff.

SEC. 2. Who are entitled to avail of local absentee voting. – Local absentee voting may be available only by the following:

- a) government officials and employees;
- b) members of the AFP;
- c) members of the PNP and
- d) members of the media, media practitioners including their technical and support staff who are actively engaged in the pursuit of information gathering and receiving on a distribution in any manner or form, including, but not limited to the following:
 - 1. Print journalists;
 - 2. Television journalists;
 - 3. Photojournalists;
 - 4. Online journalists;
 - 5. Radio journalists;
 - 6. Documentary makers;
 - 7. Televisors/Radio Production

It is provided that if they are duly registered voters and whose registration records are not maintained, and by an election day, in case of government officials, members of the PNP and AFP, they are assigned temporarily to perform election duties in places where they are not registered voters; or in case of media voters, they will not be able to vote due to the performance of their functions in covering and reporting on the conduct of elections.

c) Government officials and employees who will be posted abroad to perform election duties on election day may also avail of local absentee voting, provided that they are registered voters under Republic Act No. 8188, otherwise known as "The Voter's Registration Act of 1998" and that they are not registered overseas absentee voters under Republic Act No. 9185, otherwise known as "The Overseas Absentee Voting Act of 2007".

SEC. 3. Where and when to file the application forms to avail of the local absentee voting. – Applicants who will avail of the local absentee voting shall file their duly accomplished Application Form (**LAV Form No. 01**) at any of the following:

APPLICANT/S	WHEN TO FILE	WHERE TO FILE
For government officials and employees, members of the AFP, PNP members of the	Not later than March 07, 2016	Before Civil Service Office/supervising/commensurate/officers must be met.
For media voters	Not later than March 07, 2016	a) Office of the Regional Election Director (ORED) of the National Capital Region (NCR) in case of highly urbanized cities in the NCR including Pasay; b) Office of the City Election Officer (COEO) in case of highly urbanized or independent cities outside the NCR

		<p>of Offices of the Provincial Election Supervisor (O.P.E.S.) for areas not mentioned above.</p>
<p>1.38</p>		<p>The application form for media accreditation must be accompanied by a certification furnished by the Heads of media entities to whom the applicant is applying that they are bona fide members of the media and that they may not be able to vote due to the performance of their functions in covering and reporting the conduct of elections. (LAV Form No. 02)</p>

Highly Urbanized Cities in NCR (with RED-NCR)	Highly Urbanized Cities outside NCR (with City EO)	Independent Cities (with City EO)
<ol style="list-style-type: none"> 1. Calocan City 2. Las Piñas City 3. Makati City 4. Malabon City 5. Mandaluyong City 6. Marikina City 7. Muntinlupa City 8. Navotas City 9. Parañaque City 10. Pasig City 11. Quezon City 12. San Juan City 13. Taguig City 14. Valenzuela City 15. Including Palencia 	<ol style="list-style-type: none"> 1. Angeles City 2. Bacolod City 3. Baguio City 4. Cagayan City 5. Cagayan de Oro City 6. Cebu City 7. Davao City 8. General Santos City 9. Iligan City 10. Iloilo City 11. Zamboanga City 12. Lungsod City 13. Marikina City 14. Marikina City 15. Marikina City 16. Marikina City 17. Zamboanga City 	<ol style="list-style-type: none"> 1. Calicut City 2. Cebu City 3. Davao City 4. Zamboanga City

In cities outside NCR where there are more than one (1) Offices of City Election Officers (O.CEO), the Regional Election Director (RED) shall immediately designate the Office on January 18, 2016 (or OC-2) which shall receive the applications for all of the local absentee voting. For this purpose, the RED concerned shall submit to the Committee on Local Absentee Voting (CLAV), through the Acting Director, National Office of Election Administration (NEDA), the list of designated O.CEO's.

Sec. 4. Date and Place of Voting. - Local absentee voters shall vote on any day from April 27, 28 and 29, 2016 from 8:00 o'clock in the morning until 5:00 o'clock in the afternoon.

In case of voting of government officials and employees, members of the AFP and PNP, the heads of the respective agencies or offices and officers next in rank shall, **not later than April 12, 2016**, designate the place of voting where the voters shall come early to vote, with written notification upon the Municipal/City Election Officer

who or whose representative will so provide the consent of voting thereat. Copy of said written notice shall be furnished to CLAV.

In case of a sick voter, voting shall be at the COMELEC Office where they filed their applications to avail of the local absentee voting under the supervision of the City Election Officer (CEO), Provincial Election Supervisor (PES) or Regional Election Director (RED) as the case may be.

SEC. 5. Positions to be voted for. For the May 9, 2016 National and Local Elections, only the positions of President, Vice-President, Senators and Party List Representative shall be voted for under the local absentee voting.

SEC. 6. Committee on Local Absentee Voting. There shall be created a Committee on Local Absentee Voting ("CLAV") composed of the following:

Chairperson	Hon. Maria Rowena Amelia V. Guanzon Commissioner, Commission on Elections
Vice-Chairperson	Atty. Allen Francis B. Abaya Electoral Complaints Adjudicator, Department (ECAD)
Members	Atty. Consuelo B. Diola Electoral Complaints Adjudicator, Department (ECAD)
	Ms. Carmelita C. Ayson Public Information Department (PIDI)
	Mr. Manuel M. Cruz Information Technology Department (ITD)
Secretarial	Mr. Edgar C. Apanay Ms. Ma. Theresa A. Torcella Ms. Lowelyne F. Elardo Ms. Merlita D. Montanano Ms. Charlyn S. Jugarap Electoral Complaints Adjudication Department (ECAD)

To effectively carry out the mandate of the CLAV, Local Absentee Voting Groups (LAV Groups) are hereby constituted. The additional members of CLAV to be composed of the following:

<i>LAV Group</i>	<i>Region/Unit covered</i>	<i>Officer/Personnel</i>	<i>Officer/Designation</i>
I	Western and NCR	Atty. Manuel T. Lucero Ms. Amy O. Sibuyan Dr. Saga D. Mabaning	Group Head Assistant Group Head Group Head
II	CAR, Regions 1,2	Mr. Kristoffer Giovanni R. Lactima	Assistant Group Head
III	3, 4, 5, 4B, 5	Atty. Fritzie Claire C. Caigoy Mr. Buenafe R. Valido, Jr.	Group Head Assistant Group Head
IV	6, 7, 8	Atty. Michael L. Garcia Atty. Jenny Yi M. Razon	Group Head Assistant Group Head
V	9, 10, including Isabela City	Atty. Magellan P. Ferrer Mr. Arnold M. Dixon	Group Head Assistant Group Head
VI	12, CARAGA, ARMM including Cotabato City	Atty. John Gerald B. Dela Cruz Ms. Charina V. Aquino	Group Head Assistant Group Head

3.9. The BID shall ensure the widest dissemination of educational and information materials relative to the on-line, off-line local absentee voting system to all government officials, the AFP and PNP as well as to the media.

The BID shall provide the CLAV with the related National List of Registered Voters (NLRV) and other technical assistance in the verification of registered voters.

SEC. 7. Powers and Functions of the CLAV. - The CLAV, through the LAV Groups, shall supervise the implementation of the local absentee voting, and shall have the following powers and functions,

- a. Distribute copies of Application Forms (*LAV Form No. 01*) to all government agencies, AFP, PNP, media entities, corporations or members of the media concerned;
- b. Receive accomplished Application Forms (*LAV Form No. 01*) together with Certified Lists of Applicants (*LAV Form No. 02*) in municipalities voting for later than **March 10, 2016**;
- c. Verify whether the applicants are eligible for local absentee voting and act thereon **April 13, 2016**;
- d. Prepare the List of Approved Applicants for Local Absentee Voting with Minutes of Voting (*LAV Form No. 04*) per offices/town/Barangay/CC/OC/CPES/DBED-SUR;
- e. Send Notices (*LAV Form No. 08*) to all Municipal/City/District BOs concerned before elections no. later than April 20, 2016, copy furnished the PES, of the names of voters who are registered in their respective Municipality/City/District and who will avail of local absentee voting, as soon as the aforementioned lists prepared for said POs is annotated to the Election Day Computerized Voters List (EDCVL) that said voters are voting through the Local Absentee Voting System;

For this purpose, the concerned Municipal/City/District BOs shall submit within five (5) days from receipt of the above voting report to the CLAV of their compliance thereto.

- f. Transmit the following to all concerned offices of offices/supervisors/commanders of offices (not in rank/CPK/ PPS/REN-FCR) not later than **April 24, 2016**:
 - (i) List of Approved Applicants for Local Absentee Voting with Minutes of Voting (*LAV Form No. 04*); and
 - (ii) The exact number of local absentee ballots, inner and outer envelopes and paper seals corresponding to the number of approved applications;
- g. Receive under proper receipt and take custody through the Reception and Custody Unit (RCU), the above copies containing the accomplished local absentee ballots and other related comments from the Chiefs of offices/supervisors/commanders of offices (not in rank, the CPKs, PEs, or the REN-FCR, as the case may be, on or before **7:00 o'clock in the evening of May 9, 2016**;

- i. Verify whether the number of envelopes containing the accomplished ballots is equal to the number of signatures affixed to the list submitted by the heads of offices/supervisors/commanders or officers next in rank (The CEO/PES concerned or the RPD/RCR, as the case may be).

If there are more envelopes containing the accomplished ballot than the signatures affixed on the list, set aside the envelopes where whose signature does not appear in the list and place the same in a separate ballot box labeled for the purpose. Such list shall be indicated in a report to be prepared by the LAV Group concerned which shall be submitted to the CLAV. Said ballots shall not be counted;

If there are more signatures affixed in the list than the number of envelopes received, such inc. shall likewise be indicated in the report to be prepared by the LAV Group which shall be submitted to the CLAV. The report shall indicate the names of the voters whose signatures appear in the list, but without corresponding envelopes. In this case, the CLAV, through the Lead of the LAV Group concerned, shall direct the Leads of offices/supervisors/commanders or officers next in rank, the CEO/PES concerned or the RPD/RCR, as the case may be, to transmit the envelopes of said voters;

After receipt and verification thereof, transfer the same including other election documents to the RCU;

- i. Supervise the counting of ballots and canvassing of votes;
- j. Receive for safe keeping all ballot boxes containing the counted ballots and related election documents from the SBIs and Special Board of Canvassers (SBOC) for local absentee voting;
- k. Send Notices (*LAV Form No. 03-A*) to all Municipal/City/District EOs concerned after elections but not later than June 30, 2016 of the names of voters who actually voted under the local absentee voting for updating of their voting records;

For this purpose, the concerned Municipal/City/District EOs shall submit, within five (5) days from receipt of the above notice a report to the CLAV in their competence for approval.

- l. Perform and exercise such other functions and powers as may be necessary for the proper implementation of the local absentee voting law.

SEC. 8. Procedures for filing of applications to avail of local absentee voting. –

- a. All persons who may avail of the local absentee voting as provided under Sec. 7 hereof, shall file their duly completed Application Forms (*LAV Form No. 01*) as provided for under Sec. 3 hereof.

All application forms shall be under oath. For this purpose, the heads of offices/supervisors/commanders or officers next in rank may administer oaths free of charge for government officials and

employees/members of APP/PBP, pursuant to Executive Order No. 2021 Administrative Code (city).

For mailing their application forms shall be sworn to before:

- (i) any notary public; or
- (ii) the Regional Police Director (CR) or highly authorized officer of the R including R or R; or
- (iii) the City Election Officer authorized by highly authorized officer of the R; or
- (iv) the Provincial Election Supervisor (or a person other than those mentioned above).

The application forms may be reproduced or downloaded from the official COMELEC website at www.inelec.gov.ph.

- b. The heads of offices/supervisors/commanders or officers next in rank shall receive all accomplished and submitted application forms from their respective personnel.

In case of mail-in voters, the CPO or PPS concerned or the R or R shall receive all accomplished and submitted application forms together with Certified List of Applicants (CLAV Form No. 002) accomplished by the means of the media outlet to whom the applicants belong.

- c. The heads of offices/supervisors/commanders or officers next in rank shall prepare Certified List of Applicants (CLAV Form No. 002) under their supervision or command also submitted with accomplished application forms for local absentee voting including therein the Municipality/City/District, Barangay and precinct number where they are registered and the place of their assignment on election day, with certification that the applicants will be re-assigned on election day to perform election-related duties, or in case of media voters, that they may not be able to vote due to the performance of their functions of covering and reporting the conduct of elections.

- d. Not later than March 10, 2016, the heads of local supervisors/commanders/officers next-in-rank, the CPO or PPS concerned or R or R, as a case may be, shall submit directly to the CLAV chair by personal service or private courier, the following:

- (i) A Certified List of Applicants (CLAV Form No. 002) and their supervisor or command also submitted their geographical application forms for local absentee voting including therein the Municipality/City/District, Barangay and precinct number where they are registered and the place of their assignment on election day, with a certification that the applicants will be re-assigned on election day to perform election-related duties or in case of media voters, that they may not be able to vote due to the performance of their functions of covering and reporting the conduct of elections.

- (ii) The non-applied Application forms (CLAV Form No. 001) for local absentee voting.

The foregoing documents shall be transmitted directly to the CLAV, *s/o* The Electoral Contests Adjudication Department (ECAD), 8th Floor, Palacio Del Gobernador Building, Intramuros, Manila, immediately upon receipt hereon and not later than March 16, 2016. The date of mailing shall be conclusive as the date of filing.

Any queries on the foregoing may be made at telephone numbers: 527-2986, 529-2212 and 536-0419 or thru fax no. 527-0830 and email address at ecad@comelec.gov.ph.

SEC. 9. Verification of registrations of applicants for local absentee voting. Upon receipt of the Certified List of Applicants (*LAV Form No. 02*) and the accompanying Application Form (*LAV Form No. 01*), the CLAV shall verify from the National List of Registered Voters (NLRV) provided by the Information and Technology Department (ITD), COMELEC whether the applicants are registered voters, and generate Report Form (*LAV Form No. 03*).

Only the applications of individuals whose names are in the NLRV shall be approved by the CLAV.

The CLAV shall prepare a List of Approved Applicants for Local Absentee Voting with Minutes of Voting (*LAV Form No. 04*).

Once approved, applicants should ensure that they will vote on any day from April 27, 28 and 29, 2016 as they are already included in the certified list of local absentee voters and listed in the Election Day Qualified Voters List (EDQV L). They are indicated as voting through local absentee voting system.

In case of double or multiple voting, the applicant shall be charged with an election offense as defined under paragraph 2, subparagraph 2 of Sec. 361 of the Omnibus Election Code and shall be recommended to be administratively charged, if applicable.

SEC. 10. Disapproval of the application to avail of local absentee voting. The application to avail of local absentee voting shall be disapproved on the grounds that:

- a. the names of the applicants are not found in the NLRV;
- b. the application was filed out of time;
- c. the application is incomplete;
- d. the application is only a photocopy/facsimile copy; or
- e. the Certification section of the certified list is not duly completed.

For this purpose, the CLAV shall notify the heads of offices/supervisors/commanders or their representatives, the CFO or PIO of the RDO/RO/CO who shall in turn notify the concerned applicants on the disapproval of their application to avail of the local absentee voting (*LAV Form No. 05*) provided, however, that for items c), d) and e) above, the application forms of these forms, to be registered voters may be completed/copies with and submitted back to CLAV on or before the deadline of generation of the list of qualified local absentee voters on April 15, 2016.

SEC. 11. Transmittal of list of qualified local absentee voters, local absentee ballots and other election paraphernalia from the CLAV. – The CLAV, through its members, shall personally transmit to the heads of offices/supervisors/commanders, CEO, PDS or RFD-NCR, the List of Approved Applicants for Local Absentee Voting with Minutes of Voting (LAV Form No. 04), the exact number of local absentee ballots, inner and outer envelopes and paper seals, corresponding to the number of approved applications and Remington Letters (LAV Form No. 06) on or later than **Thursday, April 21, 2016** to ensure that the absentee ballots, election forms and paraphernalia will be received by the heads of offices/supervisors/commanders, CEO, PDS or RFD-NCR before the voting will.

SEC. 12. Security envelopes for local absentee ballots. – There shall be two (2) security envelopes for each local absentee ballot, namely, an outer envelope and an inner envelope.

The inner envelope shall contain the accomplished official ballot and shall not bear any other mark except an indication that it is a special envelope for a local absentee ballot.

The outer envelope shall bear a serial number and a space for the name of the voter. The selected coupon and the inner envelope shall be placed inside the outer envelope.

SEC. 13. Distribution of local absentee ballots, envelopes and paper seals. – On any day from **April 27, 28, and 29, 2016** from **8:00 o'clock** in the morning until **5:00 o'clock** in the afternoon, the heads of offices/supervisors/commanders concerned, under the direct supervision and presence of the Municipal/ City/ District FOCs or their representatives, or in case of media voters, the CEOs/ PDS or RFD-NCR or their representatives, shall distribute the local absentee ballots, inner and outer envelopes, and paper seals to the qualified local absentee voters. During the distribution, they shall:

- a. Require the voters to affix their signatures opposite their names in the List of Approved Applicants for Local Absentee Voting with Minutes of Voting (LAV Form No. 04) prepared by the CLAV under Section 9 hereof;
- b. Detach one (1) ballot from the end of ballots and return the stubs where the serial number of each ballot appears;
- c. Write the serial numbers of the ballot, outer envelope and of the two (2) paper seals opposite to names of the voters in the spaces provided in the list;
- d. Give to the voters the ballot, inner and outer envelopes and the two (2) paper seals; and
- e. Instruct the voters to immediately accomplish the ballot in accordance with Section 14 hereof.

SEC. 14. Manner of Voting. – The local absentee voters shall:

- a. Fill up the ballot secretly;
- b. Imprint their thumb marks on the voter space on the detachable

- e. Detach the envelope from the ballot and place the ballot inside the outer envelope;
- f. Place the accomplished ballot inside the inner envelope and close and seal the envelope with a paper seal;
- g. Place the sealed inner envelope inside the outer envelope, which shall likewise be sealed with a paper seal;
- h. Write their names on the space provided for on the outer envelope; and
- i. Submit the sealed envelope to the heads of offices/supervisors/commanders or officers next-in-rank, Municipal/City/District EOs, the PLS concerned or RFD-NCR, as the case may be.

The heads of offices/supervisors/commanders or officers next-in-rank, Municipal/City/District EOs, the PLS concerned or RFD-NCR, shall ensure that the validity of the voting process is preserved. *

SEC. 15. Transmittal of local absentee ballots and other election documents to the CLAV. After the voting by means of office/supervisors/commanders or officers next-in-rank, the CEO or PLS concerned or the RFD-NCR, as the case may be, shall:

1. Gather all the sealed envelopes containing the ballots submitted to them by the local absentee voters;
2. Prepare, in two (2) copies, a **Transmittal Letter (CLAV Form No. 02)** with a certification of the number of accomplished ballots collected by them. They shall submit one (1) copy thereof to the CLAV and retain the other copy for their file;
3. Transmit the sealed envelopes, together with a List of Approved Applicants for Local Absentee Voting with Minutes of Voting (**CLAV Form No. 03**) with signatures referred to in Section 13(a), and by means of official ballots from in bulk to the CLAV by the best means available with the Electoral Contests Administration Bureau (ECSA) at COMBLOC, 8th Floor, Palacik de Gobernador Building, Intramuros, Manila, ensuring that the ballots are received by the CLAV not later than 7:00 o'clock in the evening of May 9, 2016.

After the local absentee voting period, the CLAV, through the LAV Group, shall send to all Municipal/City/District EOs concerned a Return Notice as to whether the voters were duly by vote (**CLAV Form No. 08-A**) under the system of local absentee voting with a directive to indicate in the list of voters with voting records on the space entitled the names of the absentee voters, the following annotation: **"voted through local absentee voting,"** to prevent the deactivation of their registration records.

SEC. 16. Reception and Custody Unit (RCU), duties and functions. The CLAV shall consist of an RCU, which shall:

- a. Receive the security envelopes containing the accomplished ballots and the List of Approved Applicants for Local Absentee Voting with Minutes of Voting (**CLAV Form No. 03**) with their signatures;
- b. Forward the same to the LAV group concerned for verification;

- c. Place the verified envelopes containing the unaccomplished ballots inside the ballot boxes at the rate of ten (10) unaccomplished ballots per ballot box.

The ballot boxes, prior to the distribution to the SBEs, shall be stored in a secure, secured place and

- d. Deliver the ballot boxes immediately at 7:00 o'clock in the evening of May 9, 2016 to the Special Boards of Election Inspectors (SBEs) for counting;

Should there be a ballot box containing less than four hundred (400) envelopes, the CEO shall evenly distribute said envelopes to the SBEs.

SEC. 17. Special Boards of Election Inspectors (SBEs). – The CLAV may constitute as many SBEs for local absentee voting as may be deemed necessary to count the local absentee ballots. The members thereof shall be chosen from among the personnel of the Electoral Contests Adjudication Department (ECAD). In case of lack of ECAD personnel, the CLAV shall constitute additional SBEs from among the personnel of other departments/offices in the State Office, Members, not later than April 21, 2016 (*CLAV Form No. 09*).

In determining the number of SBEs to be constituted, the CLAV shall use as basis the total number of approved applications at a rate of four hundred (400) ballots per SBE. The order of numbering of SBEs shall be determined through a raffle. In case the CLAV constituted more SBEs than what is required, the SBEs less in the order of numbering may be deactivated.

For every set of SBEs, the chairperson of the CLAV shall designate one (1) supervisor who shall supervise the counting, tabulation, preparation of Electoral Returns (ER) and other documents.

SEC. 18. Oath of Members of SBE. – Before assuming their office, the chairperson and members of the SBE shall take and sign an Oath (*CLAV Form No. 10*) before any officer authorized to administer it. Copies of the oath shall immediately be submitted to the CLAV.

SEC. 19. Notice of Counting. – For the May 9, 2016 National and Local Elections, the CLAV shall give notice to all presidential, vice presidential, senatorial candidates, duly registered political parties or coalition of political parties which has nominated national candidates, societies and organizations participating in or on the party list system, and accredited citizens arm of the date, time and place of counting, at least five (5) days before the day of the election.

SEC. 20. Proceedings of the SBE. – The SBE shall meet at the place designated by the CLAV at 7:00 o'clock in the evening of May 9, 2016 to count the votes cast by the local absentee voters and shall not adjourn until the counting is completed. All proceedings of the SBE shall be done in public. It shall act through its chairperson and all questions presented before it shall be decided without delay by a majority vote of the members. During its proceedings, not more than one (1) member shall be absent at the same time, and in no case shall such absence be for more than twenty (20) minutes.

SEC. 21. Manner of counting local absentee ballots. – Upon receipt of the ballot box containing the security envelopes for local absentee ballots, the SBE shall proceed with the counting as follows:

1. Before the counting:

- a. Retrieve the security envelopes from the ballot box;

- b. Open all the outer envelopes, retrieve the inner envelopes, and the detachable envelope;
- c. Place the coupons in the ballot box compartment for valid ballots;
- d. Bundle the emptied outer envelopes and deposit the same inside the ballot box compartment for valid ballots;
- e. Open the inner envelopes and retrieve the ballots bound together;
- f. Bundle the emptied inner envelopes and deposit the same inside the ballot box compartment for valid ballots;
- g. Place the ballots in bundles of one hundred (100) each;
- h. The Chairperson of the SBE shall take the ballots of the first pile one by one and read the names of the candidates voted for and the offices for which they were voted, as well as the name of the party, organization or coalition voted for under the party list system, in the order in which they appear thereon.

During the counting:

1. The Chairperson, the Poll Clerk and the Tied Member shall position themselves in such a way as to give the witnesses and the public an unimpeded view of the tablet being read by the Chairperson, as well as of the election returns and tally board being simultaneously accomplished by the Poll Clerk and the Tied Member, respectively;
2. The witnesses and the public shall not touch any of the said election equipment. The table shall be cleared of all unnecessary writing paraphernalia. Any violation thereof shall constitute an election offense;
3. The Poll Clerk and the Tied Member shall record simultaneously in the election returns and in the tally board, respectively, each vote as it is read. Each vote shall be recorded by a vertical line, except every fifth vote which shall be recorded by a diagonal line crossing the previous four vertical lines;
4. The same procedure shall be followed with the recording of all ballots; and
5. The total of votes in figures obtained by each candidate and party list candidate shall be recorded in the election returns and tally board after each pile of one hundred (100) ballots is read.

After all the ballots have been read,

- a. Record, in words and in figures, the total number of votes obtained by each candidate and by each party, organization or coalition participating under the party list system, both in the election returns and in the tally board;
- b. Ensure that the entries on the first copy of the election returns are correctly entered on the other copies; and

- p. (lost: The entries by affixing their initials immediately after the list vote recorded or immediately after the name of the candidate and party list candidates who did not receive any vote;
 - q. The Poll Clerk and the "Tie" winner shall record in the election returns and in the tally board, respectively, the total number of votes obtained by each candidate and party list candidate in words and figures;
 - r. Accomplish the certification portion of the election returns and tally board;
 - s. Require the voters, if any, to affix their signatures and thumbprint thereon on the right hand portion of the election returns and the tally board;
 - t. Deposit the tally board in the ballot box compartment for valid ballots. The tally board, as soon as issued and certified by the SBM, shall not be changed or destroyed.
- 3.18. The proceedings of the SBM shall be recorded in the Minutes on Counting of Votes (**LAW Form No. 11**) to be accomplished in two (2) copies which shall be placed in two separate envelopes to be distributed as follows:

- a. The first copy, to the Election Records and Statistics Department (ERSD), this Commission; and
- b. The second copy, to be deposited inside the ballot box compartment for valid ballots.

SEC. 22. Election Returns. – The election returns shall be prepared in eight (8) copies to be distributed as follows:

- a. The first copy, to be delivered to the Special Board of Canvassers for local absentee voting;
- b. The second copy, to the Congress directed to the President of the Senate;
- c. The third copy, to the Commission through the Election Records and Statistics Department (ERSD);
- d. The fourth copy, to the dominant majority party as determined by the Commission;
- e. The fifth copy, to the dominant minority party as determined by the Commission;
- f. The sixth copy, to the accredited observer(s);
- g. The seventh copy, to be posted on a wall within the precincts of the polling place;
- h. The eighth copy, to be deposited inside the ballot box compartment for valid ballots.

The copy of the election returns posted on the wall shall be open for public viewing at any time of the day for thirty-eight (38) hours following its posting. Within the said period of time any person may view or capture an image of the election returns.

After the prescribed period for posting, the Chairpersons of the SBCC shall collect the posted election returns and keep the same in their custody to be produced for image or data capturing as may be requested by any voter or for any lawful purpose as may be ordered by an order of a court of law.

SEC. 23. Post counting procedures. - Upon termination of the counting of votes, the members of the SBCC shall:

- a. Place the counted official ballots in the envelope for counted ballots;
- b. Seal the envelope with paper seal and affix their signatures on the said paper seal;
- c. Deposit the envelope properly sealed inside the ballot box compartment for valid ballots;
- d. Place the eighth copy of the election returns inside the ballot box compartment for valid ballots;
- e. Close the inner compartments of the ballot box, lock with one (1) Conelec padlock and seal the same with one (1) fixed-length security seal;
- f. Close the ballot box cover, lock with three (3) Conelec padlocks and seal the same with one (1) fixed-length security seal;
- g. Deliver the sealed ballot box to the BCC of the CLAY for custody and safekeeping; and
- h. Distribute the election returns in accordance with Section 22 hereof.

SEC. 24. Special Board of Canvassers. - A Special Board of Canvassers (SBCC) for local absentee voting shall be constituted to be composed of ranking lawyers of BACD and whose appointment shall be issued by the Chairperson of the CLAY not later than April 30, 2016.

SEC. 25. Notice of Canvass. - For the May 9, 2016 National and Local Elections, the Chairperson of the SBCC shall give notice to its members, all presidential, vice presidential, senatorial candidates, duly registered political party or coalition of political parties which has nominated national candidates, sectors and organizations participating under the party list system, and accredited citizen's arm at the date, time and place of canvass, at least five (5) days before the day of their election.

SEC. 26. Tabulation Group. - The SBCC shall constitute a Tabulation Group, composed of two (2) members, who shall be under its direct supervision and control.

The Tabulation Group shall compute the sub-total of the Statement of Votes prepared by the SBCC. The name of each tabulator and the serial number of the Statement of Votes assigned to them for tabulation shall be properly recorded in the minutes of the proceedings.

The two envelopes shall be signed by their signatures above their printed names and stamped their thumb marks on the certification portion of the Statement of Votes.

SEC. 27. Convening of SBCC. The SBCC shall convene in person **in** ~~at~~ **the evening of May 9, 2016** in a place designated by the Chairman of the CLAW and proceed with the canvass of the election results submitted to it by the BRBs. It shall not adjourn until the canvass is complete.

SEC. 28. Certificate of Canvass of Votes (CCCV). The SBCC shall prepare the Certificate of Canvass of Votes (CCCV) in seven (7) copies for distribution as follows:

1. The first copy with attached copy of the Statement of Votes by Precinct (SOVP)/Summary Statement of Votes (SSOV), to the Congress directed to the President of the Senate for use in the canvass of election results for President and Vice-President;
2. The second copy, with attached copy of the SOVP/SSOV to the Commission on Canvassing as the National Board of Canvassers for use in the canvass of election results for Senators and Party-list representatives;
3. The third copy, to be posted on a wall within the premises of the canvassing center;
4. The fourth copy, with attached copy of the SOVP/SSOV to the Chairperson of the Board of Canvassers;
5. The fifth copy to the accredited news organizations;
6. The sixth and seventh copies to the representative(s) of the (a) the (b) major political parties in accordance with the voluntary agreement of the parties. If no such agreement is reached, the Commission shall decide which parties shall receive the copies of the Certificate of Canvass on the basis of the criteria provided in Sec. 26 of RA 7166. The parties receiving the certificate shall have the obligation to furnish the other parties with authentic copies thereof with the least possible delay.

The copy of the CCCV posted on the wall shall be open for public viewing at any time of the day for forty-eight (48) hours following its posting. Any person may view or capture an image of the CCCV. After the prescribed period of posting, the Chairperson of the SBCC shall collect the posted CCCV and keep the same in custody to be produced in response to data requesting as may be requested by any voter or for any legitimate use that may be ordered by competent authority.

SEC. 29. Watchers. During the counting and canvassing, each national candidate, duly registered political party or coalition of political parties with the nomination of national candidates, sector and organizational participating under the party list system, and accredited citizen's arm, shall be entitled to appoint two (2) watchers serving alternately.

Civic, religious, professional, business, youth and any other similar organizations with prior authority from the Commission, shall collectively be entitled to appoint two (2) common watchers serving alternately.

SEC. 30. Applicability of Other Comelec Rules. Rules and regulations promulgated by the Commission in connection with the May 9, 2016 National and Local

Elections are, as far as applicable, newly adopted, incorporated and made integral parts of this resolution.

SEC. 30. Repealing Clause. - Camelec Resolution No. 0697, entitled, *Rules and Regulations on Local Absentee Voting in Connection with the May 11, 2013 Synchronized National, Local and ARMM Regional Elections, and Subsequent National and Local Elections Thereafter* dated February 13, 2013 and all other Rules and Regulations inconsistent with the provisions hereof are hereby superseded.

SEC. 32. Effectivity. - This Resolution shall take effect on the seventh (7th) day after its publication in two (2) daily newspapers of general circulation in the Philippines.

SEC. 33. Publication and Dissemination. - Let the Education and Information Department (EID), this Commission, cause the publication of this Resolution in two (2) daily newspapers of general circulation in the Philippines.

The CLAV shall immediately furnish copies hereof to the Department of Foreign Affairs, Department of Education, the Chief of Staff of the Armed Forces of the Philippines, the Director General of the Philippine National Police and all departments and agencies or instrumentalities of the national government, National Press Club (NPC), Kapisamang mga Broadcasters ng Pilipinas (KBP) and other media organizations or entities and all Regional Election Directors, Provincial Election Supervisors of the Commission, who shall in turn furnish copies thereof to their respective Election Officers.

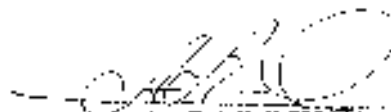
SO ORDERED.



E. ANDRÉS D. BAUTISTA
Chairman



CHRISTIAN ROBERT S. LIM
Commissioner



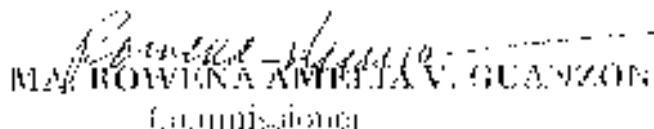
ATTY. PARRENO
Commissioner



LUIS LICIO E. GUIA
Commissioner



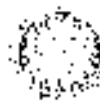
ARTHUR D. LIM
Commissioner



MS. ROWENA AMELITA V. GUANZON
Commissioner



ENRIQUE M. ABAS
Commissioner



Republic of the Philippines
**COMMISSION ON DELEGATED
 FUNCTIONS**
 Commission on Local Absentee Voting

MAY 9, 2016 NATIONAL AND LOCAL ELECTIONS

APPLICATION TO AVAIL OF LOCAL ABSENTEE VOTING

1. **PERSONAL DATA:** Please use the same name as appearing in your registration record.

(a) Name: _____
(Last name) (First name) (Middle name)

(b) Sex: Male Female

(c) Civil Status: Single Married Widowed

(d) Date of Birth: _____ Place of Birth: _____

(e) Contact Numbers: Mobile: _____ ID/Office/Other: _____
 E-mail Address: _____

2. **I AM A REGISTERED VOTER OF [State]. Please provide**

the following information for the purpose of processing your application for absentee voting for in preparation on the following data:

(i) _____
(Province/City/Municipality) (City/Municipality) (Province)

(f) Voter's Registration Record Number (VRR) : _____

(g) Voter's Identification Number (VIN) : _____

3. **I WANT TO AVAIL OF LOCAL ABSENTEE VOTING BECAUSE I WILL BE ASSIGNED ON ELECTION DAY TO PERFORM ELECTION DUTIES/OVER- AND REPORT ON THE CONDUCT OF ELECTIONS OUTSIDE THE PLACE WHERE I AM A REGISTERED VOTER.**
 Please check (x) appropriate box:

<input type="checkbox"/> I am a government official/employee. Government Office: _____ District: _____ Type of Assignment: _____ Name of Head of Office/Supervisor: _____	<input type="checkbox"/> I am a member of the AFP. Rank: _____ Unit: _____ Social Rank: _____ Part of Assignment: _____ Name of Commanding Officer: _____
<input type="checkbox"/> I am a member of the PNP. Division/Unit: _____ Type of Assignment: _____ Name of Head of Office: _____	<input type="checkbox"/> I am a member of the Coast Guard. Division: _____ Type of Assignment: _____ Name of Head of Office: _____

I, _____, hereby certify that the above declarations are true and correct.

 (Signature of applicant whose printed name)

RECEIVED AND ACKNOWLEDGED on this _____ day of _____ 2016 at _____, Philippines.

 (Signature of the authorized official)
 Official Authorized to Accept the Application

SEC. NO.	LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF BIRTH	PRECINCT <i>3</i>	PLACE OF REGISTRATION			PLACE OF ASSIGNMENT
						BARANGAY	MUNICIPALITY/CITY/DISTRICT	PROVINCE	

SEQ. NO.	LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF BIRTH	PROVINCE	PLACE OF REGISTRATION			PLACE OF ASSIGNMENT
						BALANGAY	MUNICIPALITY/CITY/DISTRICT	PROVINCE	

CERTIFICATION

I hereby certify that the above signatories are bona fide members/employees of _____ with office address at _____ This is in furtherance that the _____ (use actual address) will be assigned to the _____ (use actual address) where they are registered to vote per _____ (use actual address) as indicated. The signatories shall be responsible for covering and reporting on the elections.

(Signatory should print name)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2015, at _____ Philippines.

(Signatory should print name)
Officer Authorized to Administer Oath