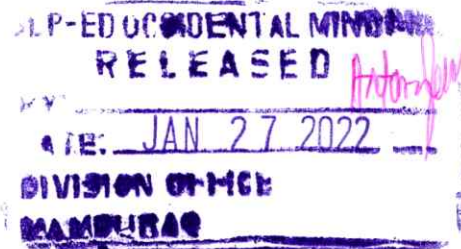




Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION

SCHOOLS DIVISION OF OCCIDENTAL MINDORO




Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

000033

**To :** OIC-Office of the Asst. Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

**From:**  LYNN G. MENDOZA  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

**Subject:** DISSEMINATION OF COMELEC RESOLUTION NO. 10725  
(Rules and Regulations on Local Absentee Voting in Connection with  
the May 9, 2022 National and Local Elections)

**Date:** January 26, 2022

Attached are the Unnumbered Regional Memorandum from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III, and COMELEC Resolution No. 10725 titled "*Rules and Regulations on Local Absentee Voting in Connection with the May 9, 2022 National and Local Elections*" promulgated on October 27, 2021, contents of which are self-explanatory.

All government officials and employees may avail the Local Absentee Voting (LAV) privilege on or before March 07, 2022. The details of the process in applying for LAV are specified in the attached COMELEC Resolution.

For wide and immediate dissemination.

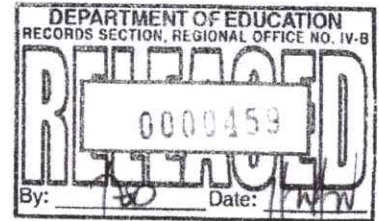
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✉ Sitio Dapi, Brgy. Payompon, Mamburao, Occidental Mindoro  
0906-550-1840/0929-630-1538  
occidental.mindoro@deped.gov.ph  
f FB DepEd Tayo Occidental Mindoro/DepEd Occidental Mindoro



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION



Office of the Regional Director

**REGIONAL MEMORANDUM**

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
**ASST. SCHOOLS DIVISION SUPERINTENDENTS**  
**REGIONAL OFFICE CHIEFS**  
**REGIONAL OFFICE SECTION/UNIT HEADS**  
**REGIONAL OFFICE PERSONNEL**  
**OTHERS CONCERNED**

**FROM :** *fr. Syngelo Medina*  
**NICOLAS T. CAPULONG, PhD, CESO III**  
Director IV  
Regional Director

**SUBJECT :** **LOCAL ABSENTEE VOTING (LAV) FORMS FROM THE**  
**COMMISSION ON ELECTIONS (COMELEC)**

**DATE :** January 24, 2022

As part of the upcoming National and Local Elections on May 09, 2022, the Committee on Local Absentee Voting (CLAV) transmitted the COMELEC Resolution No. 10725 promulgated on October 27, 2021 entitled, **Rules and Regulations on Local Absentee Voting in Connection with the May 09, 2022 National and Local Elections** together with the Application Form/s for Local Absentee Voting (**LAV Form No. 1**) and List of Registered Voters Who Will Avail of Local Absentee Voting (**LAV Form No. 2**).

Please see enclosures for information and appropriate action.

**Widest dissemination** of this memorandum is directed.

ORD-LU/RNN | Tracking No.:



Meralco Avenue corner St. Paul Road, Pasig City  
Telephone No.: (02) 6314070 / Email Address: mimaropa.region@deped.gov.ph



Republic of the Philippines  
**COMMISSION ON ELECTIONS**  
**Manila**

**RULES AND REGULATIONS ON  
LOCAL ABSENTEE VOTING IN  
CONNECTION WITH THE MAY 9,  
2022 NATIONAL AND LOCAL  
ELECTIONS.**

**ABAS, Sheriff M.**  
**GUANZON, Ma. Rowena Amelia V.**  
**INTING, Socorro B.**  
**CASQUEJO, Marlon S.**  
**KHO, Antonio Jr. T.**  
**FEROLINO, Aimee P.**

Chairman  
Commissioner  
Commissioner  
Commissioner  
Commissioner  
Commissioner

x-----x

PROMULGATED: October 27, 2021

**RESOLUTION NO. 10725**

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. 10380, 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 whereby government 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 Representatives, 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 who 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 on a nationwide or local scale, including correspondents of national, regional, provincial, city, or municipal publications or broadcast entities, or those engaged in other forms of journalism and their technical and support staff.

**SEC. 2. Manual System of Elections.** -The Local Absentee Voting shall adopt the manual system of elections where the voting, counting and canvassing are done manually.

**SEC. 3. Who are entitled to avail of local absentee voting.** - Local absentee voting may be availed of by the following:

- a) government officials and employees;
- b) members of the PNP;
- c) members of the AFP; 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 reporting or distribution, in any manner or form, including, but not limited to the following:
  - 1. Print Journalists;
  - 2. Television Journalists;
  - 3. Photo Journalists;
  - 4. Online Journalists;
  - 5. Radio Journalists;
  - 6. Documentary makers;
  - 7. Television/Radio Production;
  - 8. Bloggers;
  - 9. Freelance Journalist.

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

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. 8189, otherwise known as "The Voter's Registration Act of 1996" and that they are not registered overseas absentee voters under Republic Act No. 9189, as amended by Republic Act No. 10590, otherwise known as "The Overseas Absentee Voting Act of 2003".

**SEC. 4. 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 Forms (*LAV Form No. 01*) at and on the following:

APPLICANT/S	WHEN TO FILE	WHERE TO FILE
1) For government officials and employees, members of the AFP,	Not later than March 7, 2022	Before their heads of offices/ supervisors/commanders/officers next-in-rank

<p>and members of the PNP</p>		
<p>2) For media voters</p>	<p>Not later than  <b>March 7, 2022</b></p>	<p>a) Office of the Regional Election Director (ORED) of the National Capital Region (NCR) in case of highly urbanized cities in the NCR including Pateros</p> <p>b) Office of the City Election Officer (OCEO) in case of highly urbanized or independent cities outside the NCR</p> <p>c) Offices of the Provincial Election Supervisor (OPES) for areas not mentioned above.</p> <p>* The application form for media voters must be accompanied by a certification accomplished by the heads of media entities to whom the applicants belong attesting that they are <i>bona fide</i> members of the media entity 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> <p>For freelance journalists who do not work full time for any media company but were hired by different media companies for election coverage, they must present a Certification under oath stating that they have valid assignments from the <i>bona fide</i> media organization, attaching proof of such fact.</p> <p>For Online Publishers, they must present corresponding Certifications under oath stating that they are actively in pursuit of gathering and distributing online election content, indicating thereto the URL of the online publication or blog showing their names or listing the applicants as part of the reporting team for that site.</p>

		In case of any <u>willful giving of false information</u> or <u>misrepresentation</u> in the Certifications submitted, the applicants shall be charged with <u>applicable</u> offense under <u>pertinent</u> laws and regulations.
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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"> <li>1. Caloocan City</li> <li>2. Las Piñas City</li> <li>3. Makati City</li> <li>4. Malabon City</li> <li>5. Mandaluyong City</li> <li>6. Manila City</li> <li>7. Marikina City</li> <li>8. Muntinlupa City</li> <li>9. Navotas City</li> <li>10. Parañaque City</li> <li>11. Pasay City</li> <li>12. Pasig City</li> <li>13. Quezon City</li> <li>14. San Juan City</li> <li>15. Taguig City</li> <li>16. Valenzuela City</li> <li>17. Including Pateros</li> </ol>	<ol style="list-style-type: none"> <li>1. Angeles City</li> <li>2. Bacolod City</li> <li>3. Baguio City</li> <li>4. Butuan City</li> <li>5. Cagayan de Oro City</li> <li>6. Cebu City</li> <li>7. Davao City</li> <li>8. Gen. Santos City</li> <li>9. Iligan City</li> <li>10. Iloilo City</li> <li>11. Lapu-Lapu City</li> <li>12. Lucena City</li> <li>13. Mandaue City</li> <li>14. Olongapo City</li> <li>15. Puerto Princesa City</li> <li>16. Tacloban City</li> <li>17. Zamboanga City</li> </ol>	<ol style="list-style-type: none"> <li>1. Cotabato City</li> <li>2. Naga City</li> <li>3. Ormoc City</li> <li>4. Santiago City</li> </ol>

In cities outside NCR where there are more than one (1) Offices of City Election Officers (OCEO), the Regional Election Director (RED) shall immediately designate, not later than **January 17, 2022**, the OCEO which shall receive the applications to avail of the local absentee voting. For this purpose, the RED concerned shall submit to the Committee on Local Absentee Voting (CLAV), through the Director IV, Electoral Contests Adjudication Department (ECAD), the list of designated OCEO/s.

Strict observance of health protocols under Section 31 hereof, insofar as they may be applicable herein, shall at all times be maintained.

**Sec. 5. Date, Time, and Place of Voting.** - Local absentee voters shall vote on any day from **April 27, 28 and 29, 2022** 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 offices/supervisors/commanders or officers next-in-rank shall designate, **not later than April 12, 2022**, the place of voting, where the voters shall converge to vote, with written notice upon the Municipal/City/District Election Officer who or whose representative will supervise the conduct of voting thereat. Copy of said written notice shall be furnished the CLAV. The heads of offices/supervisors/commanders or officers next-in-rank shall ensure that the place of voting so designated shall be final.

In case of media voters, 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 RED as the case may be.

For this purpose, in addition to the health protocols provided under Section 31 hereof, the heads of offices/supervisors/commanders or officers next-in-rank, the CEO, PES or RED, as the case may be, shall ensure that the venue for voting shall be spacious and well-ventilated. Strict crowd-management and queueing system should be implemented. Single direction flow managements, signages, barriers and other queue management tools should likewise be utilized. COVID Marshalls shall be designated to assist in ensuring the observance and implementation of the foregoing.

**SEC. 6. Positions to be voted for.** - For the May 9, 2022 National and Local Elections, only the positions of President, Vice-President, Senators and Party-List Representatives shall be voted for under the local absentee voting.

**SEC. 7. Committee on Local Absentee Voting.** - There shall be created a Committee on Local Absentee Voting ("CLAV") composed of the following:

- |                  |   |   |
|------------------|---|---|
| Chairperson      | - | <b>Hon. Socorro B. Inting</b><br>Commissioner, Commission on Elections                  |
| Vice-Chairperson | - | <b>Dir. Allen Francis B. Abaya</b><br>Electoral Contests Adjudication Department (ECAD) |
| Members          | - | <b>Dir. Rey D. Doma</b><br>Electoral Contests Adjudication Department (ECAD)            |
|                  |   | <b>Dir. Jeannie V. Flororita</b><br>Information Technology Department (ITD)             |

To effectively carry out the mandate of the CLAV, Local Absentee Voting Groups (LAV Groups), shall be constituted by the Committee to process the applications coming from different regions and from the media.

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

**SEC. 8. 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 (hard or soft) 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 original Application Forms (*LAV Form No. 01*) together with original Certified Lists of Applicants (*LAV Form No. 02*) for local absentee voting not later than **March 10, 2022**;

- c. Verify whether the applicants are eligible for local absentee voting not later than **April 8, 2022**;
- d. Prepare the List of Approved Applicants for Local Absentee Voting with Minutes of Voting (*LAV Form No. 04*) per office/unit/battalion/OCEOs/OPES/ORED-NCR;
- e. Send by Electronic mail (E-mail) Notices (*LAV Form No. 08*) before elections, but not later than **April 21, 2022**, to all Municipal/City/District EOs concerned, and copy furnished their respective PES and the REDs, of the list of voters who are registered in their respective Municipality/City/District and who will avail of local absentee voting. Upon receipt of the List, the EO concerned shall annotate in 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 EOs shall submit by E-mail within five (5) days from receipt of the above notice a report to the CLAV, copy furnished their respective PES and the REDs, of their compliance thereto.
- f. Transmit the following to all concerned heads of offices/supervisors/commanders or officers next-in-rank/CEOs/PES/RED-NCR, not later than **April 21, 2022**;
  - (i) List of Approved Applicants for Local Absentee Voting with Minutes of Voting (*LAV Form No. 04*);
  - (ii) List of Disapproved Applicants (*LAV Form No. 05*); and
  - (iii) The exact number of local absentee ballots, inner and outer envelopes and paper seals corresponding to the number of approved applicants.
- g. Constitute Special Electoral Board (SEB) for LAV not later than **April 21, 2022**;
- h. Constitute Reception and Custody Unit (RCU) and Special Board of Canvassers (SBOC) for LAV not later than **April 29, 2022**;
- i. Receive under proper receipt and take custody through the RCU, the envelopes containing the accomplished local absentee ballots and other related documents from the heads of offices/supervisors/commanders or officers next-in-rank, the CEOs, PES, or the RED-NCR, as the case may be, on or before the **close of polls for the May 9, 2022 NLE**;
- j. Verify whether the number of envelopes containing the accomplished ballots is equal to the number of signatures affixed in the list submitted by the heads of offices/supervisors/commanders or officers next-in-rank /the CEO/PES concerned or the RED-NCR, as the case may be.



If there are more envelopes containing the accomplished ballot than the signatures affixed on the list, set aside the envelope of the voter whose signature does not appear in the list and place the same in a separate ballot box intended for the purpose. Such fact 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 fact 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 Head of the LAV Group concerned, shall direct the heads of offices/supervisors/commanders or officers next-in-rank, the CEO/PES concerned or the RED-NCR, as the case may be, to transmit the envelopes of said voters;

After receipt and verification thereof, turn-over the same including other election documents to the RCU;

- k. Supervise the counting of ballots and canvassing of votes;
- l. Receive for safekeeping all ballot boxes containing the counted ballots and related election documents from the SEBs and SBOC for local absentee voting;
- m. Send by E-mail Notices (*LAV Form No. 08-A*) after elections, but not later than **June 30, 2022**, to all Municipal/City/District EOs concerned, copy furnished their respective PES and REDs of the List 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, copy furnished their respective PES and REDs, of their compliance thereto; and

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

**SEC. 9. 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. 3 hereof shall personally accomplish their Application Forms (*LAV Form No. 01*) and file the same as provided for under Sec. 4 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 AFP/PNP, pursuant to Executive Order No. 292 (Administrative Code of 1987).

For media, their application forms shall be sworn to before:

- i) any notary public; or
- ii) the RED-NCR for highly urbanized cities of NCR including Pateros; or
- iii) the CEO concerned for highly urbanized cities outside NCR; or
- iv) the PES for areas other than those mentioned above.

The application forms may be reproduced or downloaded from the official COMELEC website at [www.comelec.gov.ph](http://www.comelec.gov.ph).

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

In case of media voters, the CEO or PES concerned, or the RED-NCR, shall receive all accomplished application forms together with the Sworn Certified List of Applicants (*LAV Form No. 02*) accomplished by the heads of the media entities to whom the applicants belong or the Certifications under oath in case of freelancers and online publishers. If the application form is filed personally by the applicant before the CEO or PES concerned, or the RED-NCR, the same shall be sworn to before the said Officer otherwise, the same shall be sworn to before a Notary Public;

- c. The heads of offices/supervisors/commanders or officers next-in-rank shall prepare a Sworn Certified List of Applicants (*LAV Form No. 02*) under their supervision or command who submitted their accomplished application forms for local absentee voting, indicating 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;
- d. Not later than **March 10, 2022**, the heads of offices/supervisors/commanders/officers next-in-rank, the CEO or PES concerned or RED-NCR, as the case may be, shall submit directly to the CLAV either by personal service or private courier, the original copies of the following:
  - (i) A Sworn Certified List of Applicants (*LAV Form No. 02*) under their supervision or command who submitted their accomplished application forms for local absentee voting indicating 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 applicant/s 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, and

- (ii) The accomplished Application Forms (*LAV Form No. 01*) for local absentee voting.

The foregoing documents shall be transmitted directly to the CLAV, c/o The Electoral Contests Adjudication Department (ECAD), 8<sup>th</sup> Floor, Palacio Del Gobernador Building, Intramuros, Manila, immediately upon receipt thereof but not later than March 10, 2022.

Any queries on the foregoing may be made at telephone numbers 8527-2986, 8529-2212, 8536-0419 and 8524-2312 or thru fax no. 8527-0830 and email address at [ecad@comelec.gov.ph](mailto:ecad@comelec.gov.ph).

Strict observance of health protocols under Section 31 hereof, insofar as they may be applicable herein, shall at all times be maintained.

**SEC. 10. Verification of registration of applicants for local absentee voting.** - Upon receipt of the Sworn Certified List of Applicants (*LAV Form No. 02*) and the accomplished Application Forms (*LAV Form No. 01*), the CLAV shall verify from the NLRV provided by IID, COMELEC, whether the applicants are registered voters, and generate a Report thereon (*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, 2022 as they are already included in the certified list of local absentee voters, and that in the Election Day Computerized Voters List (EDCVL), 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 z, subparagraph 2 of Sec. 261 of the Omnibus Election Code and shall be recommended to be administratively charged, if applicable.

Strict observance of health protocols under Section 31 hereof, insofar as they may be applicable herein, shall at all times be maintained.

**SEC. 11. Disapproval of the application to avail of local absentee voting.** - The application (*LAV Form No. 01*) 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 or the list is not under oath;
- d. the application is only a photocopy/facsimile copy; and/or
- e. the Certification portion of the Sworn Certified List of Applicants (*LAV Form No. 02*) is not duly accomplished.

For this purpose, the CLAV shall notify the heads of offices/supervisors/commanders or officers next-in-rank, the CEO or PES or the RED-NCR 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 those found to be registered voters may be completed/complied with and submitted back to CLAV on or before the deadline of preparation of the list of qualified local absentee voters on April 8, 2022.

Strict observance of health protocols under Section 31 hereof, insofar as they may be applicable herein, shall at all times be maintained.

**SEC. 12. 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 or through authorized courier transmit to the heads of offices/supervisors/commanders, CEO, PES or RED-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 thumbprint takers (*LAV Form No. 06*) not later than April 21, 2022 to ensure that the above-mentioned election forms and paraphernalia will be received by the heads of offices/supervisors/commanders, CEO, PES or RED-NCR before the voting period.

With respect to allocation and packing of the abovementioned list of qualified local absentee voters, local absentee ballots and other election paraphernalia, the CLAV members shall maintain strict observance of health protocols under Section 31 hereof, insofar as they may be applicable therein.

With respect to the distribution of local absentee ballots, envelopes and paper seals through personal delivery, strict observance of health protocols as may be issued by the National Government, Department of Health (DOH), Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID) and the Local Government Unit in the geographical area concerned shall be maintained insofar as they are applicable therein.

Further, health protocols and guidelines issued by the Commission for the Packing and Shipping Committee for the May 9, 2022 National and Local elections shall, as far as applicable, be observed.

**SEC. 13. 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 have a space for the name and signature of the voter. The detached coupon with the voter's thumbmark and the inner envelope shall be placed inside the outer envelope.

**SEC. 14. Distribution of local absentee ballots, envelopes and paper seals. -** On any day from April 27, 28 and 29, 2022 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 EOs or their representatives, or in case of media voters, the CEOs/PES or RED-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 10 hereof;
- b. Detach one (1) ballot from the pad of ballots and retain the upper stub where the serial number of each ballot appears;
- c. Write the serial numbers of the ballot and of the two (2) paper seals opposite the 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 15 hereof.

Strict observance of health protocols under Section 31 hereof, insofar as they may be applicable herein, shall at all times be maintained.

**SEC. 15. Manner of Voting. - The local absentee voters shall personally:**

- a. Fill up the ballot secretly;
- b. Imprint their thumb marks on the proper space in the detachable coupon of the ballot;
- c. Detach the coupon from the ballot and place the same inside the outer envelope;
- d. Place the accomplished ballot inside the inner envelope and close and seal the envelope with a paper seal;
- e. Place the sealed inner envelope inside the outer envelope, which shall likewise be sealed with a paper seal;

- f. Write their names and affix their signature on the space provided for in the outer envelope; and
- g. Submit the sealed envelope to the heads of offices/supervisors/commanders or officers next-in-rank, EOs, the PES concerned or RED-NCR, as the case may be.

The heads of offices/supervisors/commanders or officers next-in-rank, City EOs, the PES concerned or RED-NCR, shall ensure that the sanctity of the voting process is preserved.

In addition to the strict observance of applicable health protocols under Section 31 hereof, the heads of offices/supervisors/commanders or officers next-in-rank, City EOs, the PES concerned or RED-NCR, as the case may be, shall ensure that all voters shall be subjected to a thermal check before entry to the voting place. If the voter registers a temperature of 37.5 Celsius or higher, the voter shall not be allowed entry and shall be advised to rest for five (5) minutes. If after five (5) minutes, the body temperature is still 37.5 Celsius or higher, the voter shall proceed to the established Medical Assistance Desk for issuance of clearance. In no case shall such voter enter the voting place without being cleared and issued a certification by the assigned medical personnel.

Voters evaluated by the medical personnel to be suffering from symptoms of COVID-19 shall be escorted to the Isolation Area established for the purpose where they shall be allowed to cast their votes. The Isolation Area must have an ample space capable of accommodating, at least five (5) voters observing one (1) meter physical distancing at any given time.

There shall also be posted in the designated queuing/waiting areas, visible and clear signages of the policies and guidelines on proper wearing of face mask and shield, regular hand washing and physical distancing. Markings on the floors or hallways and in chairs or benches with at least one (1) meter apart distance, shall likewise be placed to be observed by voters.

Barriers between voters at the voting place and Isolation Area must also be installed.

For government officials and employees, members of the AFP, and members of the PNP who, on the days designated for local absentee voting, has tested positive for COVID-19 and has been undergoing quarantine in a facility located within the premises of their offices, camps or headquarters, as the case may be, where the actual place of voting shall take place, he/she shall be allowed to cast his/her vote by bringing the local absentee ballots to the said quarantine facility. In this regard, stringent observance of health protocols under Section 31 hereof, insofar as applicable therein, shall be maintained.

Government officials and employees, members of the AFP, and members of the PNP who has been undergoing quarantine in facility outside the premises of their offices, camps or headquarters during the days of local absentee voting shall not be allowed to cast his/her vote in said quarantine facility to preserve the sanctity, safety and security of the local absentee ballots.

**SEC. 16. Transmittal of local absentee ballots and other election documents to the CLAV.** After the voting, the heads of offices/supervisors/commanders or officers next-in-rank, the CEO or PES concerned or the RED-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 (LAV Form No. 07)** with a certification on 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 (*LAV Form No. 04*) with signatures referred to in Section 14 (a); and b) unused official ballots torn in half, to the CLAV by the **fastest means available** c/o the Electoral Contests Adjudication Department (ECAD), COMELEC, 8<sup>th</sup> Floor, Palacio del Gobernador Building, Intramuros, Manila, ensuring that the ballots are received by the CLAV Group concerned not later than the close of polls for the May 9, 2022 National and Local Elections.

After the local absentee voting period, the CLAV, through the LAV Groups, shall send by E-mail to all Municipal/City/District EOs concerned a written Notice as to who were the voters who actually voted (*LAV 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 opposite the names of the absentee voters, the following annotation: "**voted through local absentee voting,**" to prevent the deactivation of their registration records. A hard copy of said written Notice shall be sent to all EOs immediately thereafter.

Strict observance of health protocols under Section 31 hereof, insofar as they may be applicable herein, shall at all times be maintained.

**SEC. 17. Reception and Custody Unit (RCU), duties and functions.** – The CLAV shall constitute an RCU not later than **April 29, 2022**, which shall:

- a. Receive the verified envelopes containing the accomplished ballots from the LAV Groups concerned;
- b. Place the said verified envelopes inside the ballot boxes at the rate of four hundred (400) envelopes per ballot box;
- c. Store in a safe and secured place the ballot boxes prior to the distribution to the SEBs; and
- d. Deliver the ballot box immediately at the close of polls for the May 9, 2022 National and Local Elections to the SEBs for counting.

Strict observance of health protocols under Section 31 hereof, insofar as they may be applicable herein, shall at all times be maintained.

**SEC. 18. Special Electoral Boards (SEBs).** - The CLAV may constitute as many SEBs for local absentee voting as may be deemed necessary, to count the local absentee ballots. The members thereof, who shall be fully vaccinated for COVID-19, 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 SEBs from among the personnel of other departments/offices in the Main Office, Manila, not later than **April 21, 2022 (LAV Form No. 09)**.

To determine the number of SEBs to be constituted, the CLAV shall use as basis the total number of approved applications at a ratio of four hundred (400) ballots per SEB. In case the CLAV constituted more SEBs than what is required, the SEBs last in the order of numbering may be deactivated.

For every ten (10) SEBs, the chairperson of the CLAV shall designate one (1) supervisor who shall supervise the counting, tabulation, preparation of Election Returns (ERs) and other documents.

**SEC. 19. Oath of Members of SEB.** - Before assuming their office, the chairperson and members of the SEB shall take and sign an Oath (*LAV Form No. 10*) before any officer authorized to administer oaths. Copies of the oath shall immediately be submitted to the CLAV.

**SEC. 20. Notice of Counting.** - For the May 9, 2022 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, sectors and organizations participating under the party list system, and accredited citizen's arm of the date, time and place of counting, at least five (5) days before the day of the election.

**SEC. 21. Proceedings of the SEB.** - The SEB shall meet at the place designated by the CLAV at the close of polls for the **May 9, 2022 National and Local Elections** to count the votes cast by the local absentee voters and shall not adjourn until the counting is completed. All proceedings of the SEB 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 meetings, 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. 22. Manner of counting local absentee ballots.** - Upon receipt of the ballot box containing the security envelopes for local absentee ballots, the SEB shall proceed with the counting as follows:

**Before the counting:**

- a. Retrieve the security envelopes from the ballot box;
- b. Open all the outer envelopes, retrieve the inner envelopes and the detached coupons;
- c. Place the coupons in the ballot box compartment for spoiled 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 found therein;
- f. Bundle the emptied inner envelopes and deposit the same inside the ballot box compartment for valid ballots;
- g. Pile the ballots in bundles of one hundred (100) each;
- h. The Chairperson of the SEB 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:**

- i. The Chairperson, the Poll Clerk and the Third Member shall position themselves in such a way as to give the watchers and the public an unimpeded view of the ballot being read by the Chairperson, as well as of the election returns and tally board being simultaneously accomplished by the Poll Clerk and the Third Member, respectively;
- j. The watchers and the public shall not touch any of the said election documents. The table shall be cleared of all unnecessary writing paraphernalia. Any violation hereof shall constitute an election offense;
- k. The Poll Clerk and the Third 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;
- l. The same procedure shall be followed with the succeeding piles of ballots; and
- m. The sub-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:**

- n. 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;
- o. Ensure that the entries on the first copy of the election returns are clearly impressed on the other copies;

- p. Close the entries by affixing their initials immediately after the last 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 Third Member shall record in the ERs 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 ERs and tally board;
- s. Require the watchers, if any, to affix their signatures and imprint their thumb marks on the right hand portion of the election returns and the tally board; and,
- t. Deposit the tally board in the ballot box compartment for valid ballots. The tally board, as accomplished and certified by the SEB, shall not be changed or destroyed.

The proceedings of the SEB shall be recorded in the Minutes of Counting of Votes (*LAV Form No. 11*) to be accomplished in two (2) copies which shall be placed in separate sealed 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.

Strict observance of health protocols under Section 31 hereof, insofar as they may be applicable herein, shall at all times be maintained.

**SEC. 23. Election Returns (ERs).** - The election returns shall be prepared in eight (8) copies to be distributed as follows:

- a. The first copy, to be submitted to the SBOC for local absentee voting;
- b. The second copy, to be posted on a wall within the premises of the counting center;
- c. The third copy, to the Congress directed to the President of the Senate;
- d. The fourth copy, to the Commission through the ERSD;
- e. The fifth copy, to the dominant majority party as determined by the Commission in accordance with law;
- f. The sixth copy, to the dominant minority party as determined by the Commission in accordance with law;

- g. The seventh copy, to the accredited citizens' arm of the Commission; and,
- h. The eighth copy, to be deposited inside the ballot box compartment for valid ballots.

The copy of the ERs posted on the wall shall be open for public viewing at any time of the day for forty-eight (48) hours following its posting. Within the said period, any person may view or capture an image of the election returns.

After the prescribed period for posting, the Chairpersons of the SEB shall collect the posted ERs 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 competent authority.

**SEC. 24. Post counting procedures.** - Upon termination of the counting of votes, the members of the SEBs 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 ERs inside the ballot box compartment for valid ballots;
- e. Close the inner compartments of the ballot box, lock with one (1) Comelec padlock and seal the same with one (1) fixed-length security seal;
- f. Close the ballot box cover, lock with three (3) Comelec padlocks and seal the same with one (1) fixed-length security seal;
- g. Deliver the locked ballot box to the RCU of the CLAV for custody and safekeeping; and
- h. Distribute the ERs in accordance with Section 23 hereof.

Strict observance of health protocols under Section 30 hereof, insofar as they may be applicable herein, shall at all times be maintained.

**SEC. 25. Special Board of Canvassers.** - A Special Board of Canvassers (SBOC) for local absentee voting shall be constituted to be composed of ranking lawyers of ECAD who are fully vaccinated for COVID-19 and whose appointment shall be issued by the Chairperson of the CLAV not later than **April 29, 2022**.

Sub-canvassing Groups may be constituted as may be deemed necessary, to assist the SBOC.

**SEC. 26. Notice of Canvass.** - For the **May 9, 2022 National and Local Elections**, the Chairperson of the SBOC shall give notice to its members, all presidential, vice-presidential, senatorial candidates and 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 of the date, time and place of canvass, at least five (5) days before the day of the election.

**SEC. 27. Tabulation Group.** - The SBOC shall constitute a Tabulation Group, composed of two (2) members, which shall be under its direct supervision and control.

The Tabulation Group shall compute the sub-total of the Statement of Votes prepared by the SBOC. 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 tabulators shall affix their signatures above their printed names and imprint their thumb marks on the certification portion of the Statement of Votes.

**SEC. 28. Convening of SBOC.** - The SBOC shall convene at the close of polls for the **May 9, 2022 National and Local Elections** in a place designated by the Chairman of the CLAV and proceed with the canvass of the ERs submitted to it by the SEBs. It shall not adjourn until the canvass is completed.

Strict observance of health protocols under Section 31 hereof, insofar as they may be applicable herein, shall at all times be maintained.

**SEC. 29. Certificate of Canvass (COC).** - The SBOC shall prepare the COC 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 *En Banc* sitting 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 SBOC;
5. The fifth copy, to the accredited citizen's arm;
6. The sixth copy, to the dominant majority party as determined by the Commission in accordance with law; and

7. The seventh copy, to the dominant minority party as determined by the Commission in accordance with law.

The copy of the COC 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 COC. After the prescribed period of posting, the Chairperson of the SBOC shall collect the posted COC and keep the same in 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 competent authority.

**SEC. 30. Watchers.** - During the counting and canvassing, each national candidate, 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, shall be entitled to appoint, in writing, 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.

Upon entry to the counting and canvassing venue, all watchers shall be required to submit a negative RT-PCR test result taken within 48 hours prior to the start of the counting and canvassing of votes.

**SEC. 31. Observance of Stringent Health Protocols During the COVID-19 Pandemic.** - In order to effectively ensure the health and safety of all local absentee voting applicants, local absentee voters, as well as the heads of offices/supervisors/commanders or officers next-in-rank, the CEO/PES concerned or the RED-NCR, CLAV members, SEB and SBOC members, the following shall be strictly observed, *as far as they are applicable*, for the entire duration of the proceedings related to the filing of local absentee application; verification and approval of application; transmittal of List of Approved Local Absentee Voters, Local Absentee Ballots, and other election paraphernalia from CLAV; distribution of local absentee ballots, envelopes and paper seals; voting; transmittal of accomplished LAV Ballots and other LAV documents; receiving and custody of accomplished LAV ballots; and counting and canvassing of votes:

- i. Strict implementation of the following health and safety protocols:
  - a. Temperature check;
  - b. Submission of COVID-19 Health Declaration Form;
  - c. Wearing of face mask and face shield;
  - d. Frequent washing/sanitizing of hands;
  - e. Maintaining social distancing and limiting the number of people in the venue; and
  - f. Bringing of his/her own pen.
- ii. Establishment of Health/Medical Assistance Desk or proper coordination with the Local Health Office.
- iii. Installation of barriers between SEBs and SBOCs and between watchers and other stakeholders at the counting and canvassing areas.

- iv. All envelopes for accomplished Local Absentee Ballots and other election paraphernalia as well as the counting and canvassing areas must be regularly and thoroughly disinfected.
- v. There shall be limited number of CLAV members, SEBs and SBOCs in the venue to ensure social distancing in the verification and approval, receiving, counting and canvassing areas.
- vi. The venue for the counting and canvassing of votes shall be spacious and well ventilated.
- vii. There shall also be posted in the designated counting and canvassing areas, visible and clear signages of the policies and guidelines on proper wearing of face mask and shield, regular hand washing and physical distancing.
- viii. Markings on the floors or hallways and in chairs or benches with at least one (1) meter apart distance, shall likewise be placed to be observed by CLAV members, as well as members of the SEBs and SBOCs.
- ix. There must be only one door for ingress and another door for egress, where sanitation station shall also be provided, in the counting and canvassing areas.
- x. There must also be frequent and thorough sanitation of chairs, tables, frequently-touched surfaces and other election paraphernalia before and after use.
- xi. Implementation of such other health and safety protocols as may be deemed necessary pursuant to the guidelines published by the National Government, DOH, IATF-EID / MEID and Local Government Unit in the geographical area concerned.

**SEC. 32. Applicability of Other Comelec Rules.** - Rules and regulations promulgated by the Commission in connection with the **May 9, 2022 National and Local Elections** are, as far as applicable, hereby adopted, incorporated and made integral parts of this resolution.

**SEC. 33. Effectivity.** - This Resolution shall take effect on the seventh (7<sup>th</sup>) day after its publication in two (2) daily newspapers of general circulation in the Philippines.

**SEC. 34. 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 and the ITD to cause its publication in the Comelec Website.

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), Kapisanan ng mga Brodkaster 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.**

**SHERIFF M. ABAS**  
Chairman

**MA. ROWENA AMELIA V. GUANZON**  
Commissioner

**SOCORRO B. INTING**  
Commissioner

**MARLON S. CASQUEJO**  
Commissioner

**ANTONIO T. KHO, JR.**  
Commissioner

**AIMEE P. FEROLINO**  
COMMISSIONER

### **CERTIFICATION**

**APPROVED** by the Commission En Banc during its regular online meeting on **OCTOBER 27, 2021**, pursuant to Comelec Resolution No. 10671, "Supplemental Resolution No. 9936 promulgated March 25, 2015, Rule on the Enactment and Promulgation of Executive or Administrative Resolutions providing for other format of meetings to include online meetings applicable in times of the COVID-19 pandemic and the imposition of Community Quarantines and similar emergency situations."

  
**ATTY. CONSUELO B. DIOLA**  
Acting Comelec Secretary