



ANNEX H

1911-218

REPUBLIC OF THE PHILIPPINES
COMMISSION ON ELECTIONS
Intramuros, Manila

Election and Barangay Affairs Department
Precincts and Voting Centers Division

MEMORANDUM

TO : ALL ELECTION OFFICERS/ACTING ELECTION OFFICERS

THRU : ALL REGIONAL ELECTION DIRECTORS/ACTING REGIONAL ELECTION DIRECTORS

: ALL PROVINCIAL ELECTION SUPERVISORS/ACTING PROVINCIAL ELECTION SUPERVISORS

FROM : THE DIRECTOR IV

SUBJECT : Administrative transfer of voters/Assignment of voters in their proper precinct

DATE : November 21, 2019

Section 4 of Republic Act No. 8189¹ states that, "There shall be a permanent list of voters per precinct in each city or municipality consisting of all registered voters residing within the territorial jurisdiction of every precinct indicated by the precinct maps.

X x x x x

X x x x x

The precinct assignment of a voter in the permanent list of voters shall not be changed or altered or transferred to another precinct without the express written consent of the voter: Provided, however, That the voter shall not unreasonably withhold such consent. Any violation thereof shall constitute an election offense which shall be punished in accordance with law."

In compliance with the above provision of law, and to ensure that the POPs are accurate, all OEOs are hereby requested to do the following:

1. Identify the precincts affected by the wrong precinct assignment due to non- use of barangay precinct maps during registration;
2. Verify the list of registered voters of the identified affected precincts by conducting enumeration through house to house canvass;
3. Prepare the list of voters who should be administratively transferred to their proper precincts;
4. Require the affected voters to file Applications for Transfer of Registration Record within the same city/municipality pursuant to Section 13² of Republic Act No. 8189;

¹ AN ACT PROVIDING FOR A GENERAL REGISTRATION OF VOTERS, ADOPTING A SYSTEM OF CONTINUING REGISTRATION, PRESCRIBING THE PROCEDURES THEREOF AND AUTHORIZING THE APPROPRIATION OF FUNDS THEREFOR.

5. Submit the list of voters for administrative transfer, together with the corresponding Application Forms, as mentioned above, to ERB hearings upon the resumption of the continuing registration of voters, with notices to be posted in conspicuous places in the territory of the affected precincts, Office of the Election Officer, and in the barangay hall;
6. Provide copies of the notice to representatives of registered political parties, citizens' arms, civic organizations and other stakeholders;
7. After ERB approval, effect the administrative transfer by including the VRRs and the names of the concerned voters in the Book of Voters and the list of voters to their proper precincts;
8. Submit to the ITD the updated list of voters, and to the EBAD the QPRs and POPs, together with the list of voters administratively transferred, and the Minutes of ERB proceedings;
9. As far as practicable and if necessary, only daughter/spin-off precincts shall be created to accommodate the voters for administrative transfer; and
10. Update the Barangay Precinct Map of the affected barangays and post copies thereof in conspicuous places within said barangays, on the bulletin boards of the OEO and municipal/city halls.

Finally, please be reminded that all requests for transfer of voting centers, regardless of the mode of transfer availed of (signatures by majority of voters per precinct or agreement of political parties or petition to the Commission *En Banc* under Section 154 of the Omnibus Election Code³), which shall require administrative transfer of voters, shall first comply with the foregoing before this Department shall act on the same.


 ATTY. TEOPISTO E. ELNAS, JR.

Copy furnished:

OEDDO
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Confidentiality Notice:

"All authorized recipients of any personal data, personal information, privileged information and sensitive personal information contained in this document, including other pertinent documents attached hereto that are shared by the Commission on Elections in compliance with the existing laws and rules, and in conformity with the Data Privacy Act of 2012 (RA No. 10173) and its implementing Rules and Regulation, as well as the pertinent Circulars of the National Privacy Commission, are similarly bound to comply with the said laws, rules and regulations relating to data privacy, security, confidentiality, protection and accountability."

² **Sec. 13. Change of Address in the Same City or Municipality.** - Any voter who has changed his address in the same city or municipality shall immediately **notify the Election Officer in writing**. If the change of address involves a change in precinct, the Board shall transfer his registration record to the precinct book of voters of his new precinct and notify the voter of his new precinct All changes of address shall be reported to the office of the provincial election supervisor and the Commission in Manila.

³ **Section 154. Requirements for polling places.** - x x x x x. No designation of polling places shall be changed except upon written petition of the majority of the voters of the precinct or agreement of all the political parties or by resolution of the Commission upon prior notice and hearing.