



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

**GENERAL INSTRUCTIONS ON
THE VOTING OF INDIGENOUS
PEOPLES (IPs) IN ACCESSIBLE
VOTING CENTERS (AVCs) AND
SEPARATE POLLING PLACES
(SPPs) IN CONNECTION WITH
THE OCTOBER 30, 2023
BARANGAY AND
SANGGUNIANG KABATAAN
ELECTIONS (2023 BSKE).**

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INTING , Socorro B.,	<i>Commissioner</i>
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Promulgated: **September 27, 2023**

A handwritten signature in blue ink, appearing to be "Garcia", is written over the date of promulgation.

RESOLUTION NO. 10952

WHEREAS, Section 1 of Article V of the 1987 Philippine Constitution states that, *"Suffrage may be exercised by all citizens of the Philippines not otherwise disqualified by law, who are at least eighteen years of age, and who shall have resided in the Philippines for at least one year, and in the place wherein they propose to vote for at least six months immediately preceding the election. No literacy, property, or other substantive requirement shall be imposed on the exercise of suffrage"*;

WHEREAS, Section 22 of Article II of the Philippine Constitution states that, *"The State recognizes and promotes the rights of indigenous cultural communities within the framework of national unity and development"*;

WHEREAS, the Commission on Elections is the constitutional body mandated to conduct honest, orderly, peaceful and credible elections in the country and has continuously and tirelessly adopted policies of inclusivity towards the members of the vulnerable sectors particularly the Indigenous Peoples (IPs);

WHEREAS, on March 14, 2016, the Commission promulgated Resolution No. 10080 providing for the "Rules and Regulations on Pilot Indigenous Peoples Voting in Selected Voting Centers in Occidental and Oriental Mindoro in connection with the May 9, 2016 National and Local Elections and Subsequent Elections Thereafter";

WHEREAS, on April 4, 2017, the Commission *En Banc* in Minute Resolution No. 17-0189¹ approved the creation of IP Established Precincts in the Provinces of Oriental and Occidental Mindoro for the Barangay and Sangguniang Kabataan Elections (BSKE) and all elections thereafter;

WHEREAS, following the success of the creation of IP Established Precincts in the Provinces of Oriental and Occidental Mindoro above, the Commission on Elections promulgated Resolution No. 10424² on September 21, 2018 establishing the guidelines for the creation of IP established precincts for Separate Polling Places (SPPs) and Accessible Voting Centers (AVCs);

WHEREAS, on March 9, 2022, the Commission promulgated Resolution No. 10767 on the “General Instructions on Voting of Indigenous Peoples in Accessible Voting Centers (AVCs) and Separate Polling Places (SPPs) in Connection with the May 9, 2022 National and Local Elections (2022 NLE)”;

WHEREAS, these general instructions prescribing the procedures on voting for the IPs in AVCs and SPPs, among others, for the 2023 BSKE are written to serve as suppletory to **COMELEC Resolution No. 10924**³ promulgated on June 7, 2023; and

NOW THEREFORE, pursuant to the powers vested in it by the Constitution, the Omnibus Election Code (Batas Pambansa Bilang 881), and other related election laws, the Commission **RESOLVED**, as it hereby **RESOLVES** to promulgate the following **GENERAL INSTRUCTIONS ON THE VOTING OF INDIGENOUS PEOPLES (IPs) IN ACCESSIBLE VOTING CENTERS (AVCs) AND SEPARATE POLLING PLACES (SPPs) IN CONNECTION WITH THE OCTOBER 30, 2023 BARANGAY AND SANGGUNYANG KABATAAN ELECTIONS (2023 BSKE)**:

RULE I

INTRODUCTORY PROVISIONS

SECTION 1. GENERAL PRINCIPLES. – The Commission shall be guided by the following principles in implementing this Resolution:

- a. The Commission shall ensure that the voting procedures in the AVCs and SPPs including the facilities and materials therein are appropriate, accessible and easy to understand and use, and that reasonable accommodation shall be granted to IP voters who are illiterates, persons with disabilities (PWDs), senior citizens (SCs) and heavily pregnant in order that they may fully exercise their right to suffrage;
- b. The right to ballot secrecy of IP voters, as provided by law, shall be respected at all times;

¹ In the Matter of the Indigenous Peoples Voting Project for the 2017 Barangay and Sangguniang Kabataan Elections.

² In the Matter of Establishing Guidelines for the Creation of Indigenous Peoples Established Precincts for Separate Polling Places (SPPs) and Accessible Voting Centers (AVCs).

³ General Guidelines and Other Related Rules and Regulations for the October 30, 2023 Barangay and Sangguniang Kabataan Elections (BSKE) and All Succeeding BSKEs Thereafter.

- c. The right of IP voters to be assisted by a person of their own choice shall be enforced and protected; and
- d. The role of concerned government and non-government agencies and civil society organizations in implementing this Resolution is indispensable.

SECTION 2. DEFINITION OF TERMS. – As used in this Resolution, the term:

- a. **Accessible Voting Center (AVC)** – refers to the established voting centers for IPs located near or in their communities;
- b. **Clustered Precinct (CP)** – refers to a grouping of established precincts based on a clustering scheme adopted by the Commission for a particular election;
- c. **DESO** - shall refer to the Department of Education Supervisor Official of the Department of Education and Ministry of Basic, Higher and Technical Education of the Bangsamoro Autonomous Region in Muslim Mindanao Supervisor Official designated to manage a voting center;
- d. **Election Day Computerized Voters List for IP (EDCVL-IP)** – refers to the List of IP Voters (With Voting Records) assigned in the SPP or AVC. The EDCVL-IP, duly certified by the EB, is where the IP voters shall affix their signatures or imprint their thumb marks before casting their votes;
- e. **Indigenous Cultural Communities/Indigenous Peoples (ICCs/IPs)** – refer to a group of people or homogenous societies identified by self-ascription and ascription by others, who have continuously lived as an organized community on communally bounded and defined territory, and who have, under claims of ownership since time immemorial, occupied, possessed and utilized such territories, sharing common bonds of language, customs, traditions and other distinctive cultural traits, or who have, through resistance to political, social and cultural inroads of colonization, non-indigenous religions and cultures, became historically differentiated from the majority of Filipinos;⁴
- f. **IP Voter** – refers to a registered voter belonging to ICCs/IPs and who has indicated in the Supplementary Data Form that he/she is an IP and/or belongs to an ICC;
- g. **Polling Place** – refers to the place where the Electoral Board conducts its proceeding and where the voters cast their votes;
- h. **Posted Computerized Voters List for Indigenous Peoples (PCVL-IP)** – refers to the final list of IP voters (containing the voters' names, addresses and precinct numbers) posted in the SPP or AVC;
- i. **Separate Polling Place (SPP)** – refers to a polling place established in an existing voting center exclusively devoted for IP voters or has provisions for exclusive voting for IP voters. An SPP is either an Exclusive (E-) or Clustered (C-) SPP (*Section 6 hereof*). A C-SPP is further classified as *Type A* or *Type B* (*Section 6 (2) hereof*);

⁴ Section yy, Glossary of Terms, COMELEC Reso. No. 10924, June 7, 2023.

- j. **Separate Voting Room (SVR)** – refers to a (class) room exclusively devoted for IP voters in a *Type A C-SPP (Section 6 (2a) hereof)*; and
- k. **Support Staff (SS)** - shall refer to persons appointed to assist the Members of the Electoral Boards and the DESO in the performance of their duties.

RULE II

ACCESSIBLE VOTING CENTER (AVC) AND SEPARATE POLLING PLACE (SPP)

SECTION 3. CREATION AND PURPOSE OF AVC. – Any building or structure located within the community where the IP voters are residing may be designated as AVC pursuant to Resolution No. 10424⁵.

An AVC is created to address the issue of inaccessibility of voting centers to IP voters who live in isolated or far-flung areas.

SECTION 4. CREATION AND PURPOSE OF SPP. – IP voters in an existing voting center may be transferred to an established precinct to be assigned exclusively in an SPP pursuant to Resolution No. 10424⁶.

An SPP is created to address the issues of intimidation and/or discrimination committed against IP voters during the past elections, which effectively discouraged them to participate in the electoral process.

SECTION 5. CLUSTERING OF IP PRECINCTS IN THE SPP. – Clustering of IP precincts assigned in the SPP shall follow the guidelines provided for in Minute Resolution No. 18-1046⁷ dated November 7, 2018.

SECTION 6. TYPES OF SPPs. – SPP mentioned in Section 5 hereof are classified into:

1. **Exclusive – SPP (E-SSP)** – has a) at least 150 IP regular voters, which in itself is considered as a clustered precinct on its own; and b) clustering together resulted to or exceeded the 150 IP regular voters mentioned in letter (a). The rules on clustering of IP precincts provided for in Section 5 hereof shall be followed; and
2. **Clustered - SPP (C-SPP)** – has **less than 150 IP regular voters**, which is clustered with regular precincts with the least number of voters in a voting center.

The C-SPPs are further categorized into two (2) types:

- a. **Type A** - refers to a C-SPP with **100 to 149 IP regular voters** and shall have a **Separate Voting Room (SVR)**, which shall be set-up, as far as practicable, in the next room to the Type A C-SPP; and

⁵ *Supra.*

⁶ *Supra.*

⁷ In the Matter of the Clustering of Indigenous Peoples Established Precincts Under the Clustering Scheme for the 2019 National and Local Elections.

- b. **Type B** - refers to a C-SPP with **99 and below IP regular voters** which shall be set-up to provide at least five (5) separate chairs or booths for IP voters inside the polling place.

The use of the term "SPP" shall mean to refer to both E-SPP and C-SPP. The SK IP voters of the C-SPPs shall also vote in the SVR of *Type A* C-SPP and in the *Type B* C-SPP.

RULE III

DESO, DESO SUPPORT STAFF, ELECTORAL BOARD (EB) AND SUPPORT STAFF (SS) FOR THE AVC AND SPP

SECTION 7. DESO. – Every AVC shall be assigned a DESO and one (1) DESO SS pursuant to Section 144⁸ of Resolution No. 10924.

SECTION 8. EB FOR AVC CLUSTERED PRECINCT AND SPP. – There shall be an EB for every clustered precinct in the AVC and SPP.

As far as practicable, women shall not be appointed as EB members in AVCs and E-SPPs, which are usually located in far-flung barangays.

SECTION 9. SS IN THE SVR OF Type A C-SPP. – There shall be two (2) SS assigned in every SVR of *Type A* C-SPP to supervise the voting therein.

SECTION 10. APPLICABILITY OF RESOLUTION NO. 10924. – Unless otherwise provided in this Resolution, the provisions under Article VI, Resolution No. 10924 pertaining to DESO, DESO SS and EB shall herein be applicable.

SECTION 11. APPOINTMENT, QUALIFICATIONS, RIGHTS AND DUTIES OF WATCHERS. – The appointment, qualifications, rights and duties of watchers of each candidate, duly registered political party or coalition of political parties, associations and duly accredited citizens arms in every polling place in the AVC, E-SPP and SPP (*Type A* and *Type B*) shall be governed by Article XVII⁹, Chapter 1¹⁰ of Resolution No. 10924.

RULE IV

PRELIMINARIES AND VOTING PROCEDURES IN THE AVC AND SPP

SECTION 12. DATE AND TIME OF VOTING IN THE AVC, E-SPP, AND Type B C-SPP. – Voting in the AVC, E-SPP, and *Type B* C-SPP shall take place on **October 30, 2023 (Monday)** and shall start at seven (**7:00**) o'clock in the morning and end at three (**3:00**) o'clock in the afternoon, unless otherwise fixed by the Commission.

⁸ Sec. 144. Department of Education/Ministry of Basic, Higher and Technical Education Supervisor Official and support staff; composition, qualification and functions.

⁹ ARTICLE XVII. GENERAL INSTRUCTIONS ON VOTING, COUNTING OF VOTES AND CANVASSING

¹⁰ CHAPTER I WATCHERS

If at 3:00 o'clock in the afternoon, there are still IP voters within thirty (30) meters in front of the AVC, E-SPP, or *Type B C-SPP* who have not yet cast their votes, voting shall continue but only to allow said voters to cast their votes without interruption. The Poll Clerk shall, without delay, list the names of said voters and consecutively number them. The voters listed shall be called to vote by the Poll Clerk by announcing each name **three (3)** times in the order in which they are listed. Any voter in the list who is not present when called shall not be permitted to vote at any later time. The said list shall be attached to the Minutes.

SECTION 13. DATE AND TIME OF VOTING IN THE SVR OF *Type A C-SPP*. – Voting in the SVR of *Type A C-SPP* shall take place on **October 30, 2023 (Monday)** and shall start at seven (**7:00**) o'clock in the morning and end at two (**2:00**) o'clock in the afternoon, unless otherwise fixed by the Commission.

If at 2:00 o'clock in the afternoon, there are still IP voters within thirty (30) meters in front of the SVR who have not yet cast their votes, voting shall continue but only to allow said IP voters to cast their votes without interruption. The SS shall, without delay, list the names of said voters and consecutively number them. The IP voters listed shall be called to vote by the SS by announcing each name **three (3) times** in the order in which they are listed. Any IP voter in the list who is not present when called shall not be permitted to vote at any later time. The said list shall be attached to the Minutes.

The foregoing circumstance shall be immediately made known to the EB Chairperson of the *Type A C-SPP* where the SVR belongs to ensure that the EB Chairperson will wait for the SS of the SVR to deliver the ballots to them.

SECTION 14. WHO MAY BE ALLOWED TO VOTE IN THE AVC, E-SPP, SVR AND *Type B C-SPP*. – Only IP voters whose names appear in the EDCVL-IP (Barangay and SK) and PCVL-IP (Barangay and SK) may vote in the AVC, E-SPP, SVR and *Type B C-SPP*.

SECTION 15. PERSONS ALLOWED INSIDE THE AVC AND SPP. – Only the following shall be allowed to enter the AVC and SPP:

- a. DESO and DESO SS;
- b. Members of the EB;
- c. *Type A C-SPP* - SVR SS;
- d. Official watchers of candidates and political parties;
- e. Watchers of accredited citizens' arms and other monitoring organizations (local and international), as authorized by the Commission;
- f. Representatives of the Commission on Human Rights (CHR) and National Commission on Indigenous Peoples (NCIP);
- g. Representatives of the Commission;
- h. IP voters accomplishing their ballots and their assistors, if any;
- i. IP voters waiting for their turn to accomplish their ballots; and

- j. Other persons who may be specifically authorized by the Commission.

SECTION 16. PERSONS NOT ALLOWED INSIDE THE AVC AND SPP. – Unless specifically authorized by the Commission, the following shall not be allowed to enter the AVC *and* SPP:

- a. Any officer or member of the Armed Forces of the Philippines (AFP) or the Philippine National Police (PNP);
- b. Any peace officer or any armed person belonging to any extra-legal police agency, special forces, reaction forces, strike forces, Civilian Armed Force Geographical Units, barangay *tanods* or other similar forces or paramilitary forces, including special forces, security guards, special policemen;
- c. All other kinds of armed or unarmed extra-legal police forces; and
- d. Any candidate or barangay and SK official, whether elected or appointed, except if they are among the IP voters assigned to vote in the AVC, E-SPP, SVR, and *Type B* C-SPP.

However, the EB in the AVC and SPP, by a majority of vote, if it deems necessary, may order in writing the detail of a policeman or any peace officer for its protection or for the protection of election documents and paraphernalia. Such order shall be entered in the Minutes. Said policeman or peace officer shall stay outside the said polling places near enough to be easily called by the EB at any time, and in no case shall the said policeman or peace officer hold any conversation with any voter or disturb or prevent or in any manner obstruct the free access of the voters to the polling places.

RULE V

PROCEDURES ON VOTING, COUNTING OF VOTES AND CANVASSING IN THE AVC AND E-SPP

SECTION 17. PROCEDURES ON VOTING, COUNTING OF VOTES AND CANVASSING IN THE AVC AND E-SPP. – The applicable provisions on voting, counting of votes and canvassing provided in Article XVII¹¹, Part II¹² of Resolution No. 10924 shall be observed in the AVC and E-SPP.

RULE VI

PROCEDURES OF VOTING, COUNTING AND CANVASSING IN THE C-SPP (*Type A* and *Type B*)

SECTION 18. PRELIMINARIES TO THE VOTING. – The following shall be observed prior to the voting in the C-SPP (*Type A* and *Type B*):

¹¹ *Supra.*

¹² PART II. ELECTION DAY

A. In *Type A C-SPP*:

1. At 5:00 A.M. on election day, the EB shall meet at the *Type A C-SPP* while the **SVR SS** shall meet at the SVR to prepare their respective rooms. The set-up or arrangement of the polling place shall be in accordance with the recommended Lay-out of Polling Place for *Type A C-SPP* provided in **Annex "C"** hereof.
2. Thereafter, the **SVR SS** shall meet the EB of the *Type A C-SPP* to obtain the ballots for the IP voters (Barangay and SK) assigned in the SVR which shall be placed inside the envelopes with paper seals.
3. In the presence of the SVR SS and other EB members, the EB Chairperson shall segregate the ballots allocated for the IP voters (Barangay and SK) of the SVR using the PCVL-IP (Barangay and SK) and EDCVL-IP (Barangay and SK) as basis, place the ballots in the envelopes, close and seal the same using a paper seal. One (1) envelope each shall be provided for the Barangay and SK ballots. All the EB Members shall affix their initials on the paper seal. The EB Chairperson shall turn-over the envelopes with official ballots, PCVL-IP (Barangay and SK) and EDCVL-IP (Barangay and SK) and Non-Accountable Forms such as signage, log book, paper seals, ballpens, ballot secrecy folders, Authorization Forms and Voter Turn-out Form and other supplies to be used in the SVR.
4. Using the log book, the EB Chairperson shall enter in the Minutes the name of the **SVR SS**, the number of ballots retrieved per established precinct for Barangay and SK, the serial number of the paper seals of the envelopes and the time the **SVR SS** retrieved the ballots. The EB shall require the **SVR SS** to sign the entry/ies in the Minutes.
5. The **SVR SS** shall leave *Type A C-SPP* to return to the SVR for the conduct of voting therein. The EB of the *Type A C-SPP* shall thereafter proceed to conduct the voting for non-IP voters in the *Type A C-SPP* upon the start of voting hours.
6. The **SVR SS** shall post the PCVL-IP (Barangay and SK) and SVR signage near or at the door of the SVR, and staple or paste the Certified List of Candidates for the Barangay and SK positions in the ballot secrecy folders or desks/chairs/tables and place the ballot secrecy folders on top of the desks/chairs/tables.

B. IN A *Type B C-SPP*. – The preliminaries to voting in a *Type B C-SPP* shall be in accordance with Section 425¹³ of Resolution No. 10924, except for Item 4¹⁴. Instead, the set-up or arrangement of the polling place shall provide five (5) separate chairs or voting booths for IP voters in the polling place in accordance with the recommended Lay-Out of *Type B C-SPP* Polling Place provided in **Annex "D"** hereof.

¹³ Sec. 425. Preliminaries to the voting.

¹⁴ 4) Set-up or arrange the polling place in accordance with the recommended Lay-out of Polling Place provided in Annex "EE" hereof;

SECTION 19. MANNER OF OBTAINING BALLOTS IN THE SVR. – The manner of obtaining ballots in the SVR shall be as follows:

(a) The IP voters shall:

1. Look for his or her name in the PCVL-IP Barangay or PCVL-IP SK posted near the door to determine his or her precinct and sequence numbers;
2. Approach the SVR SS, give his or her name, precinct and sequence numbers;

(b) The SVR SS shall:

1. Verify if the name of the IP voter is in the EDCVL-IP Barangay or EDCVL-IP SK. In case of doubt, the SVR SS shall require the presentation of any document for identification purposes. If no such document is presented, the voter may be identified under oath by another IP voter in the SVR belonging to the same precinct where the former belongs. Such identification shall be recorded in the log book provided for this purpose.

Any IP voter belonging to the same precinct as the voter identified shall be allowed to identify only up to three (3) IPs voting in the SVR;

2. Instruct the IP voter to fill out the **Authorization Form (Annex “A”)**;
3. Before giving the ballot to the IP voter, check if any of the fingernail of the registered IP voter has already been stained with indelible ink. If stained, it shall be a conclusive presumption that he or she has already voted. As such, the IP voter shall be directed to leave the SVR after informing him or her of the reason thereof. This fact, including the name and the precinct of the IP voter, shall be recorded by the SVR SS in the Minutes;
4. After the SVR SS has verified that no fingernail has been stained, let the IP voter affix his or her signature or thumbmark in the space provided in the EDCVL-IP Barangay or EDCVL-IP SK;
5. After turn-over of the Authorization Form and any document presented for identification purposes, if any, announce the name of the IP voter in a tone loud enough to be heard throughout the SVR. Any challenges on the identity of an IP voter in the SVR shall be directed by the SVR SS to the EB Chairperson of the *Type A C-SPP* of the SVR who shall follow the rules on challenges of voters in Section 440¹⁵, 441¹⁶ and 442¹⁷ of Resolution 10924;
6. Enter the Serial Number (SN) of the Barangay ballot and/or SK ballot to be issued to the IP voter in the corresponding space labelled “Ballot SN” for Barangay and “Ballot SN” for SK, as the case may be, beside the name of the IP voter in the EDCVL-IP Barangay or EDCVL-IP SK, and thereafter,

¹⁵ Sec. 440. Challenge against illegal voters.

¹⁶ Sec. 441. Challenge based on certain illegal acts.

¹⁷ Sec. 442. Record of challenges, oaths and resolutions.

- i. Authenticate the ballot/s by affixing his or her signature at the back thereof. The failure to authenticate the ballot shall not invalidate the same but shall constitute an election offense;
- ii. Fold the ballot/s in such a manner that its face, except the portion where the SN appears, is covered. In case the IP voter is entitled to vote in the barangay and SK elections, the ballots shall be folded separately;
- iii. Give the ballot/s to the IP voter and instruct the IP voter to accomplish the ballot by properly writing the names of the candidates he or she wants to vote for using the Certified List of Candidates as a guide and to keep his or her ballot clean and intact;
- iv. Affix his or her signature in the space provided for the "EB Chairperson's Signature" in the EDCVL-IP;
- v. After accomplishing the ballot and the IP voter has inserted his/her ballot in the envelope for ballots in the SVR, apply indelible ink to the IP voter's right forefinger nail or any other nail if there be no forefinger nail or in any other suitable part of the voter's body, if there are no fingernails; and
- vi. Inform the IP voter that he or she has finished voting and to instruct him or her courteously to leave the SVR;

Only the SVR SS shall issue the ballots in the SVR. Not more than one (1) ballot shall be issued at any one time except, in cases where the IP voter is a barangay resident and at the same time, within the age of 18-30.

7. In case any IP voter, under the 18-30 years old category, refuses to accept any two (2) ballots (SK and Barangay), distinctly announce the fact of refusal. With the presence of the concerned IP voter, write the word "ABSTAINED" and sign at the back of the ballot and insert the same in the envelope for ballots. The incident and the SN of the ballot shall be recorded in the log book provided; and
8. Agree to one (1) SVR SS assigned to ensure the security and sanctity of the accomplished ballots.

SECTION 20. MANNER OF VOTING IN THE SVR. – The IP voter shall, using a ballot secrecy folder, fill up the ballot/s in the corresponding space, the names of the individual candidates voted for as appearing in the Certified List of Candidates and return the ballots as folded to the **SVR SS**.

SECTION 21. EARLY CLOSE OF VOTING IN THE SVR. – In case all IP voters expected to vote in the SVR have already cast their votes before the period provided in Section 13 hereof, both SVR SS by unanimous agreement, may declare early close of voting therein by observing the procedures provided for in Sections 22 and 23 hereof.

SECTION 22. PROCEDURES BEFORE CLOSING OF THE SVR. – Before closing the SVR, the SS shall accomplish the **Template for Voter’s Turn-Out (Annex “B”)**.

The SVR SS shall tear off the remaining unused ballots in two (2) halves and place them inside the envelope of the Barangay or SK ballots of the clustered precinct. Enter in the log book the time of the closing of the SVR.

Copies of **Annex “B”** and the log book shall be turned-over to the concerned EO who shall in turn submit them to the Commission, thru the VSO.

The turn-over of **Annex “B”** and log book to the EB shall be the pre-requisite for the payment of the remuneration due to the SVR SS.

Annex “B” shall also be accomplished in the AVC, E-SPP and Type B C-SPP.

SECTION 23. PROCEDURES AFTER CLOSING OF THE SVR. – Once the SVR is closed, the SVR SS seal the envelopes containing the accomplished ballots and half-torn ballots and thereafter deliver them to the EB Chairperson of the Type A C-SPP who issued the ballots. The EB Chairperson shall announce, in a voice loud enough to be heard throughout the polling place, the receipt of the ballots of the IP voters from the SVR. The EB Poll Clerk shall enter in the Minutes the time of the turn-over of the ballots to the polling place and the serial numbers of the paper seal attached to the envelopes. The SVR SS shall affix their signatures thereto.

After the close of voting in the polling place of the *Type A C-SPP*, the EB Chairperson shall announce that the envelope containing the ballots of the IP voters from the SVR shall be opened for counting. The EB Chairperson shall then inspect the conditions of the envelope and ballots, compare the number of ballots received with the number of ballots issued and the number of Authorization Forms previously submitted to them as indicated in the Minutes prior to the start of voting. The conditions of the envelopes and ballots and/or discrepancies in the number of the ballots and Authorization Forms as against the number appearing in the Minutes shall be entered in the latter.

The EB Chairperson shall, in the presence of the other EB members and watchers, count the ballots in accordance with Section 449¹⁸ of Resolution No. 10924.

RULE VII

ORDER OF VOTING AND EXPRESS LANE

SECTION 24. ORDER OF VOTING. – The IP voters shall fall in line in the order of their arrival in the polling place and cast their votes in the same order. They shall not crowd around the table of the EB or SVR SS.

SECTION 25. EXPRESS LANE. – IP voters who are PWDs, SCs or heavily pregnant shall be afforded a priority or express lane in the AVC and SPP and be allowed to vote as soon as they arrive. There shall be a sign inside the polling

¹⁸ Manner of counting of votes.

place indicating the location of the priority or express lane, and who can avail of the same.

IP voters in *Type B C-SPP* shall also be afforded a priority or express lane in their designated polling place to avoid issues on intimidation and/or discrimination.

RULE VIII

VOTING ASSISTORS

SECTION 26. PREPARATION OF BALLOT FOR AN IP VOTER WHO IS ILLITERATE, OR PWD IN THE AVC, E-SPP AND SVR. – Only an IP voter indicated in the EDCVL-IP as illiterate or PWD, or presents proof that he or she is a PWD, shall be allowed to vote as such. Said IP voter may be assisted in the preparation of his or her ballot by any person who is:

- a. Relative within the fourth civil degree of consanguinity or affinity who must be of voting age; or
- b. Any person of his or her confidence who belongs to the same household; or
- c. Any EB member in the AVC or E-SPP, or any of the SVR SS.

All assistors must be of voting age.

The assistor shall sign the **Assistor's Oath/Panunumpa (Annex "A")** in accordance with the will of the IP voter.

No person may assist an IP voter who is illiterate or with disability more than three (3) times, except the EB members and the SVR SS.

In all cases, the Poll Clerk or SVR SS shall first verify from the IP voter who is illiterate or a PWD whether he or she has authorized the assistor to help him or her cast his or her vote.

The assistor shall prepare the ballot using a ballot secrecy folder in the presence of the IP voter who is illiterate or with disability. The assistor shall bind himself or herself in writing and under oath to accomplish the ballot strictly in accordance with the instructions of the IP voter and not reveal the contents thereof, by affixing his or her signature in the appropriate space in the Minutes.

RULE IX

LAY-OUT OF THE POLLING PLACES

SECTION 27. LAY-OUT OF POLLING PLACES IN THE AVC AND E-SPP. – The lay-out of polling places in the AVC and E-SPP shall follow the same lay-out of polling places in regular voting centers provided in **Annex "EE"** of Resolution No. 10924.

SECTION 28. LAY-OUT OF POLLING PLACES IN THE *Type A C-SPP* and its SVR. – The lay-out of polling places in the *Type A C-SPP* and its SVR shall follow

the recommended **Lay-out for Type A C-SPP with SVR** provided in **Annex “C”** hereof.

SECTION 29. LAY-OUT OF POLLING PLACES OF THE Type B C-SPP. – The lay-out of the polling place of the regular clustered precinct where a *Type B C-SPP* belongs to shall be arranged in such a manner that at least five (5) chairs or voting booths shall be exclusively allocated to IP voters following the recommended **Lay-Out for Type B C-SPP** for IP voters in **Annex “D”** hereof.

RULE X

DISPOSITION OF ELECTION MATERIALS, DOCUMENTS AND SUPPLIES

SECTION 30. DISPOSITION OF ELECTION MATERIALS, DOCUMENTS AND SUPPLIES. – Section 534¹⁹ of Resolution No. 10924 on disposition of documents shall apply in the AVC, E-SPP and *Type B C-SPP*.

SECTION 31. DISPOSITION OF ELECTION DOCUMENTS IN THE SVR. – The SVR SS shall deliver to the EB Chairperson of *Type A C-SPP* the EDCVL-IP (Barangay and SK), PCVL-IP (Barangay and SK), envelopes for Barangay ballots and SK ballots with accomplished ballots and half-torn ballots inside, **Annex “A”, Annex “B”** and Log Book and other election paraphernalia used in the SVR as stated in Section 23 (Procedures for Closing of SVR) hereof.

RULE XI

ELECTION FORMS AND SUPPLIES

SECTION 32. ELECTION FORMS, DOCUMENTS AND SUPPLIES FOR THE AVC and SPP. – Except when authorized to do so earlier by the Commission, through the Provincial Election Supervisor (PES), the following forms, materials and supplies below shall be provided to the AVC, E-SPP, and *Type B C-SPP* on election day.

1. FROM THE CITY OR MUNICIPAL TREASURER

ELECTION FORMS			
	Signages for AVC/E-SPP/C-SPP	1	Piece
CEF 3	Poster Indicating the Precinct Number	1	Piece
CEF11	Minutes of Voting and Counting	1 set of 2 copies	Pieces
CEF12	Paper Seal	36 per clustered precincts	Pieces
CEF A5 & A5-A	Appointment and Oath of Office of DESO/DESO SS/	9	Pieces

¹⁹ Disposition of ballot boxes, keys, elections returns and other documents.

	Chairman/Poll Clerk/Members of the EB		
CEF14	Certificate of Receipt of Official Ballots, Other Forms and Supplies by the EB	3	Pieces
	B.I.R. Forms	9	Pieces
ENVELOPES FOR VOTING AND COUNTING			
	Envelopes for Official Ballots with Papers	2 per CP in AVC, E-SPP, C-SPP <i>Type B</i>	Piece
CEF 28BGY, 15BGY, 16BGY, 16BGY-A, 16BGY-B, 16BGY-C, 16BGY-D	For Barangay Official Ballots, Counted Official Ballots, Excess, Marked, Spoiled, Torn Half of Unused Official Ballots, Other Half of Torn- Unused Official Ballots for Barangay & SK Elections.	1 set of 7 pieces	Piece
CEF18 & 18-A	For Minutes of Voting and Counting	1 set of 2 pieces	Pieces
CEF30/ CEF31	Temporary appointment of Chairman/Poll Clerk/ Third Member	5	Pieces
CEF35	Certificate of Challenge or Protest and Decision of the EB	5	Pieces
CEF39	Oath of Voter Challenge for Illegal Acts	5	Pieces
CEF40	Oath of Identification of Challenged Voter	5	Pieces
	G.I. for IP Voting for EBs	3	Pieces
SUPPLIES			
	Bond/Copy Paper	20	Pieces
	Ballot Secrecy Folder	12	Pieces
	Thumbprint Taker	1	Piece
	Indelible Stain Ink	2	Bottles
	Ball Pen	12	Pieces
	Packaging Tape	1	Piece

The EB shall carefully check the different election forms, documents and supplies and the quantity actually received. The EB shall sign a Certificate of Receipt (CEF No. 14) in three (3) copies, one (1) copy of which shall be retained by the EB. The two (2) other copies shall be returned to the City/Municipal Treasurer who, after elections, shall immediately transmit one (1) copy thereof to the concerned Election Officer (EO).

II. FROM THE EO:

There shall be per AVC, E-SPP and *Type B C-SPP*:

- a. Authorization/Waiver Form/Assistor’s Oath to be signed by IP voters (**Annex “A”**)
 - i. 400 pieces per clustered precinct in an AVC and E-SPP; and
 - ii. 200 pieces per clustered precinct in a *Type B C-SPP*;
- b. Template for Voter’s Turn-Out (**Annex “B”**)
 - i. One copy per clustered precinct;
- c. Two sets of PCVL-IP Barangay and PCVL-IP SK:
 - i. One copy for posting outside the polling place; and
 - ii. The other copy for use of the EB during the voting;
- d. The EDCVL-IP Barangay and/or EDCVL-IP SK; and
- e. Copies of the Appointment and Oath of Office of the EB and SS (CEF No. A5 and CEF No. A5-A).

SECTION 33. ELECTION FORMS, DOCUMENTS AND SUPPLIES FOR THE *Type A C-SPP* with SVR SS. – Except when authorized to do so earlier by the Commission, through the Provincial Election Supervisor (PES), the following forms, materials and supplies below shall be provided to the EB of *Type A C-SPP* with SVR SS on election day:

1. FROM THE CITY OR MUNICIPAL TREASURER

ELECTION FORMS			
	Signage for the SVR	1	Piece
CEF 3	Poster Indicating the Precinct Number	1	Piece
CEF11	Minutes of Voting and Counting	1 set of 2 copies	Pieces
CEF12	Paper Seal	36 per clustered precincts	Pieces
CEF A5 & A5-A	Appointment and Oath of Office of Chairman/Poll Clerk/Members of the EB and SS for the SVR	9	Pieces
CEF14	Certificate of Receipt of Official Ballots, Other Forms and Supplies by the EB	3	Pieces
	B.I.R. Forms	9	Pieces

ENVELOPES FOR VOTING AND COUNTING			
	Envelopes for Official Ballots with Papers	2 per <i>Type A C-SPP</i>	Piece
	Envelopes for Barangay and SK Ballots for the SVR	2 per SVR	Piece
CEF 28BGY, 15BGY, 16BGY, 16BGY-A, 16BGY-B, 16BGY-C, 16BGY-D	For Barangay Official Ballots, Counted Official Ballots, Excess, Marked, Spoiled, Torn Half of Unused Official Ballots, Other Half of Torn-Unused Official Ballots for Barangay and SK Elections.	1 set of 7 pieces	Piece
CEF18 & 18-A	For Minutes of Voting and Counting	1 set of 2 pieces	Pieces
CEF30/ CEF31	Temporary appointment of Chairman/Poll Clerk/Third Member/Support Staff	5	Pieces
CEF35	Certificate of Challenge or Protest and Decision of the EB	5	Pieces
CEF39	Oath of Voter Challenge for Illegal Acts	5	Pieces
CEF40	Oath of Identification of Challenged Voter	5	Pieces
	G.I. for IP Voting for the EB and SVR SS	5	Pieces
SUPPLIES			
	Log Book	1	Piece
	Bond/Copy Paper	20	Pieces
	Ballot Secrecy Folder	12	Pieces
	Thumbprint Taker	1	Piece
	Indelible Stain Ink	2	Bottles
	Ball Pen	12	Pieces
	Packaging Tape	1	Piece

II. FROM THE EO:

There shall be per SVR, through the EB of *Type A C-SPP*, the following:

- a. Authorization/Waiver Form/Assistor's Oath to be signed by IP voters (**Annex "A"**)
 - i. 200 pieces for every clustered precinct;
- b. Template for Voter's Turn-Out (**Annex "B"**)
 - i. One copy per clustered precinct;

- c. Two sets of PCVL-IP Barangay and/or PCVL-IP SK:
 - i. One copy for posting outside the polling place; and
 - ii. The other copy for use of the SVR SS during the voting;
- d. The EDCVL-IP Barangay and/or EDCVL-IP SK for the SVR; and
- e. Copies of the Appointment and Oath of Office of the EB and SS (CEF No. A5 and CEF No. A5-A).

RULE XII

RULES AND FORMS ON CHALLENGED VOTER, ILLEGAL ACTS AND CHALLENGE/PROTEST AND DECISION OF THE EB

SECTION 34. Any challenges on the illegal acts or identity of an IP voter in the AVC, E-SPP and C-SPP (*Type A* and *Type B*) shall be directed to the EB Chairperson who shall follow the rules on challenges of voters and certain illegal acts in Section 440²⁰, 441²¹ and 442²² of Resolution No. 10924. The following forms shall be reproduced by the concerned EO through the EB when the need arises pursuant to Section 416 of said Resolution:

- a. Oath of Identification of Challenged Voter (CEF No. 40);
- b. Oath of Voter Challenged for Illegal Acts (CEF No. 39); and/or
- c. Certificate of Challenge or Protest and Decision of the EB (CEF No. 35).

RULE XIII

MISCELLANEOUS PROVISIONS

SECTION 35. POST ELECTION ASSESSMENT AND SUBMISSION OF FINAL REPORT TO THE EN BANC. - To determine the result of the implementation of this Resolution the VSO shall conduct post-election assessment immediately after elections when these General Instructions have been implemented.

A final Post Assessment Report on the implementation of this Resolution, including a gender-disaggregated data on IP voters voting in the AVC, E-SPP and C-SPP shall be submitted to the *En Banc* by the VSO one (1) month after the conduct thereof.

SECTION 36. RESPONSIBILITIES AND ACCOUNTABILITIES OF FIELD OFFICIALS. - The concerned field officials shall have the following responsibilities and accountabilities:

²⁰ Challenge against illegal voters.

²¹ Challenge based on certain illegal acts.

²² Record of challenges, oaths and resolutions.

A. Responsibilities:

1. The EO of the district, city or municipality with AVC, E-SPP and C-SPP shall be primarily responsible in the implementation of this Resolution; and
2. The concerned PES, RED and ARED shall be responsible in monitoring the compliance of their respective concerned EOs with this Resolution.

B. Accountabilities:

Failure of any of the abovementioned field officials to comply with the provisions of this Resolution shall be charged administratively for dereliction of duty, malfeasance, misfeasance and/or nonfeasance in office, and if found guilty, the corresponding penalty shall be imposed, after due notice and hearing.

SECTION 37. DATA REPOSITORY. - The VSO, with the assistance of other concerned Departments/Offices of the Commission, shall be primary responsible in the safekeeping and custody of all data, reports and any other documents submitted or gathered from the field offices relative to the implementation of this Resolution. The field offices shall retain a copy for their files.

SECTION 38. SUPPLEMENTARY CLAUSE. - The other provisions of Resolution No. 10924 and other relevant Resolutions of the Commission, in so far as they are applicable and not otherwise inconsistent with this Resolution, shall remain in force and shall be suppletory to this Resolution.

SECTION 39. REPEALING CLAUSE. - Any previous Resolutions inconsistent herewith are hereby repealed.

SECTION 40. SEPARABILITY CLAUSE. - If any section or portion of this Resolution is declared illegal or invalid, the remaining provisions shall remain valid and effective.

SECTION 41. DISSEMINATION. - The VSO shall disseminate this Resolution to all concerned OREDs, OPESs and OEOs.

The concerned OEOs with IP Voting in their area shall give this Resolution the widest dissemination to all candidates, political parties, citizens' arms, civic organizations, if any, and other stakeholders within their respective jurisdictions.

SECTION 42. IMPLEMENTATION. - The VSO shall implement this Resolution, in coordination with the Office of the Deputy Executive Director for Operations, Election and Barangay Affairs Department, Finance Services Department, Procurement Management Department, Administrative Services Department, Personnel Department, Election Records and Statistics Department, the Education and Information Department, the Offices of the Regional Election Directors, the Provincial Election Supervisors and the Offices of the Elections Officers.

SECTION 43. PUBLICATION. – The Education and Information Department shall cause the publication of this Resolution in two (2) newspapers of general circulation in the Philippines. The Information and Technology Department shall cause the posting of this Resolution in the official website of the Commission.

SECTION 44. EFFECTIVITY. – This Resolution shall take effect immediately after its publication.

SO ORDERED.

GEORGE ERWIN M. GARCIA
Chairman

SOCORRO B. INTING
Commissioner

MARLON S. CASQUEJO
Commissioner

AIMEE P. FEROLINO
Commissioner

REY E. BULAY
Commissioner

ERNESTO FERDINAND P. MACEDA, JR.
Commissioner

NELSON J. CELIS
Commissioner

CERTIFICATION

APPROVED for publication, September 27, 2023.


CONSUELO B. DIOLA
Director IV

Office of the Commission Secretary

This Resolution can be verified at this number (02)85272987; email address comsec@comelec.gov.ph.