

Republic of the Philippines
COMMISSION ON ELECTIONS
Manila

GENERAL INSTRUCTIONS FOR THE SPECIAL BOARD OF ELECTION INSPECTORS AND SPECIAL BALLOT RECEPTION AND CUSTODY GROUP IN THE CONDUCT OF AUTOMATED VOTING AND COUNTING OF VOTES IN CONNECTION WITH OVERSEAS VOTING ACT OF 2013 FOR PURPOSES OF THE 12 MAY 2025 NATIONAL AND LOCAL ELECTIONS
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GARCIA, George Erwin M., *Chairman*
INTING, Soccoro B., *Commissioner*
CASQUEJO, Marlon S., *Commissioner*
FEROLINO, Aimee P., *Commissioner*
BULAY, Rey E., *Commissioner*
MACEDA, Ernesto Ferdinand, Jr. P., *Commissioner*
CELIS, Nelson J., *Commissioner*

Promulgated: November 13, 2024

RESOLUTION No. 11079

The Commission on Elections, pursuant to the authority vested in it by the Philippine Constitution, Batas Pambansa Blg. 881 as amended (Omnibus Election Code), Republic Act No. 9189 as amended by Republic Act No. 10590 (The Overseas Voting Act of 2013), Republic Act No. 9369 and other election laws, **RESOLVED**, as it hereby **RESOLVES**, to promulgate the following General Instructions for the Special Board of Election Inspectors (SBEI) and Special Ballot Reception and Custody Group (SBRCG) in the Conduct of Automated Voting and Counting of Votes for Purposes of the 12 May 2025 National and Local Elections.

PART I
GENERAL PROVISIONS

ARTICLE I
DEFINITION OF TERMS

Sec. 1. Definition of Terms. - As used in this General Instructions, the following terms shall refer to:

- a. *Certified List of Overseas Voters (CLOV)* refers to the list of registered overseas voters whose applications to vote have been approved by the RERB, to be prepared by the Office for Overseas Voting (OFOV) on a country-by-country and post-by-post basis;
- b. *Commission* refers to the Commission on Elections;
- c. *Day of Elections* refers to the actual date of elections in the Philippines which is 12 May 2025;

- d. *Department of Foreign Affairs-Overseas Voting Secretariat (DFA-OVS)* refers to the secretariat based in the Department of Foreign Affairs (DFA) home office tasked to assist the OFOV and to direct, coordinate and oversee the participation of the DFA in the implementation of the Overseas Voting Act of 2013;
- e. *Direct Recording Electronic (DRE) System* refers to a type of automated election system (AES) that uses electronic ballots, records votes by means of a ballot display provided with mechanical or electro-optical component that can be activated by the voter, processes data by means of a computer program, record voting data and ballot images, and transmits voting results electronically¹. This system shall be utilized by Posts adopting purely Personal Voting;
- f. *Election Returns (ERs)* refer to a document showing the date of elections, the country in which it was held, the number of overseas voters qualified to vote, the number of overseas voters who actually voted, and the votes obtained by each candidate in an overseas voting precinct, generated and printed by the Automated Counting Machine (ACM) in Automated Voting Posts;
- g. *Field Voting* refers to the conduct of voting for a limited period of time outside the Posts' premises where significant number of registered overseas voters reside, as may be authorized by the Commission, as recommended by the DFA-OVS;
- h. *List of Overseas Voters with Voting Records (OVF No. 2-A, 2-B, & 2-C)* refers to overseas voting equivalent of the Election Day Computerized Voters List (EDCVL), which contains the certified list of overseas voters' names and biometric data arranged alphabetically, for reference of the SBEIs or SBRCGs during the voting period.

The OVF No. 2-A refers to the list of land-based registered overseas voters, while the OVF No. 2-B refers to the list of seafarers who are registered overseas voters. OVF No. 2-C refers to the template for the list of registered overseas voters to be used during field or mobile voting activities, and for purposes of recording the act of voting of Members of the SBEI/SBRCG under Section 18 of this Resolution;
- i. *Mobile Voting* refers to the conduct of voting for a limited period of time outside the Post, in connection with the consular outreach program of the DFA, in places authorized by the Commission.
- j. *National Registry of Overseas Voters (NROV)* refers to the consolidated list of overseas voters prepared, approved and maintained by the Commission. This list contains the names of registered overseas voters, and the Posts where they are registered;
- k. *Office for Overseas Voting (OFOV)* refers to the office for the Commission tasked to oversee and supervise the effective implementation of the Overseas Voting Act of 2013;

¹ Direct Recording Electronic Election System as defined in Section 2 (8) of Republic Act No. 9369 or the Amendment to the Automated Election System Act.

- l. **Official Ballot** refers to both physical and digital official ballots used for overseas voting for the Automated Voting Posts;
- m. **Optical Mark Reader (OMR)** refers to a system that contains the following features: (a) use of appropriate ballots, (b) stand-alone machine which can count votes and an automated system which can consolidate the results immediately, (c) with provisions for audit trails, (d) minimum human intervention, and (e) adequate safeguard/security measures². This system shall be utilized by Posts adopting purely Postal and Mixed (both personal and postal in specific jurisdictions) Voting;
- n. **Overseas Voter** refers to a duly registered citizen of the Philippines, qualified to vote under the Overseas Voting Act of 2013, and is abroad during the overseas voting period;
- o. **Overseas Voting** refers to the process by which duly registered overseas voters abroad exercise their right to vote;
- p. **Overseas Voting Period** is a continuous thirty (30)-day period ending on the day of election as defined under letter "c" hereof. It includes established holidays in the Philippines and such other holidays in the host countries. For the 2025 National Elections, the overseas voting period is from 13 April to 12 May 2025, with the closing of polls synchronized with the local elections based on Philippine Standard Time;
- q. **Overseas Voting Precinct** refers to groupings of overseas voters in a given country or post designated for purposes of voting and counting;
- r. **Personal Voting** refers to a mode of voting where the overseas voters personally appear to cast their votes at the Posts or such other voting areas designated by the Commission;
- s. **Polling Place** refers to the Posts where the SBEI conducts overseas voting and counting. This may also include the venues for mobile and field voting;
- t. **Postal Voting** refers to a mode of voting where mailing packets, containing the official ballots and voting instructions, are sent to the voters through postal service or picked up by the voters themselves from the Post or such other voting areas designated by the Commission. After filling out the ballots, the voters shall send the accomplished ballot in the provided envelope back to the Post via mail or in person through the drop box provided by the Post specifically for such purpose;
- u. **Posts, short for Foreign Service Posts**, refer to Philippine embassies, consulates, foreign service establishments and other Philippine government agencies maintaining offices abroad having jurisdiction over the places where the overseas voters reside. For purposes of overseas voting, Posts shall also include the Manila Economic & Cultural Offices (MECOs) in Taiwan;

² Section 7 of Republic Act No. 8436 or the Automated Election System Act.

- v. *Representatives of the Commission* refer to the officers and members of the foreign service corps, including Filipino contractual or project-based personnel that the embassies, consulates and other foreign service establishments locally hired at the host country, deputized by the Commission pursuant to the Overseas Voting Act of 2013;
- w. *Returned Mailed Ballots* refer to mailing packets containing the ballots sent to, but not received by the voters and which were forwarded to Posts where the voters are registered;
- x. *Seafarers* refer to ship officers and ratings manning ships, including offshore workers, service providers, and workers onboard fishing vessels, as defined in the Revised Rules on the Issuance of Seafarer's Identification and Record Book of the Maritime Industry Authority;
- y. *Special Ballot Reception and Custody Group (SBRCG)* refers to a group deputized by the Commission to receive and take custody of all accountable and non-accountable election forms, supplies and paraphernalia sent by the OFOV for transmittal to the voters, SBEIs and Special Boards of Canvassers (SBOC);
- z. *Special Board of Canvassers (SBOC)* refers to a body deputized by the Commission to conduct the consolidation and canvassing of votes;
- aa. *Special Board of Election Inspectors (SBEI)* refers to a body deputized by the Commission to conduct the voting and/or counting of votes;

Sec. 2. Scope. – This resolution covers the Posts where the mode of voting is Personal and/or Postal using the ACMs, per COMELEC Minute Resolution No. 24-0067 dated 02 February 2024, as amended by COMELEC Minute Resolution No. 24-0549 dated 01 August 2024.

ARTICLE II SPECIAL BALLOT RECEPTION AND CUSTODY GROUP

Sec. 3. Special Ballot Reception and Custody Group; Constitution and Appointment. – The Commission, through the Commissioner-in-Charge of OFOV, shall, upon recommendation of the DFA-OVS, constitute in every Post, not later than 27 December 2024 (Friday), an SBRCG, which shall be composed of three (3) members.

The Head of the Post shall issue the Appointment of the Chairperson and Member/Substitutes of the SBRCG using OVF No. 5. If the Head of Post shall serve as part of the SBRCG, the Commissioner-in-Charge of the OFOV shall issue his/her Appointment.

Additional SBRCGs may be constituted in Posts if the number of registered voters is more than forty thousand (40,000) upon the approval of the Commissioner-in-Charge of the OFOV.

Sec. 4. Qualifications of Members/Substitutes of the SBRCG. – No individual shall be appointed as Chairperson or Member of the SBRCG, whether regular or substitute, unless they meet the following criteria:

- a. Possesses good moral character and irreproachable reputation;
- b. A citizen of the Philippines residing abroad;
- c. Among the staff of the Posts;
- d. Never been convicted of any election offense or of any other crime punishable by more than six (6) months of imprisonment, or has no pending case filed against him for any election offense; and
- e. Able to write and speak in English or Filipino.

In the event of a shortage of qualified staff at the Posts, Filipino Citizens who are registered overseas voters, of known probity and competence may be appointed as members of the SBRCG, provided that the Chairperson is an officer or member of the foreign service corps.

In case of temporary vacancy in the SBRCG, Article IV, Sec. 19 of this Resolution shall apply.

Sec. 5. Disqualification. – The Members of the SBRCG or their spouses shall not be related within the fourth civil degree of consanguinity or affinity to any member of the same SBRCG, any of the candidates for Senators or any of the nominees of accredited parties, organizations or coalitions participating under the party-list system of representation, or any of the candidates' /nominees' spouse.

For this purpose, the OFOV shall furnish the Post, through the DFA-OVS, the list of candidates for Senators and nominees of accredited parties, organizations or coalitions participating under the party-list system of representation not later than 20 December 2024 (Friday) so that the members of the SBRCGs will know whether they are qualified to accept their appointments.

Sec. 6. Notice of Disqualification and Submission of Appointment of Substitute. – Any member of the SBRCG who is disqualified shall notify the Head of Post in writing of such disqualification not later than 06 January 2025 (Monday). In turn, the Head of Post shall submit a written notice of said disqualification, together with the appointment of the substitute member of the SBRCG to the Commission, through the OFOV, not later than 13 January 2025 (Monday).

Sec. 7. Functions of the SBRCG. – The SBRCG shall perform the following duties and functions:

- a. Receive from the OFOV all accountable and non-accountable election forms, supplies, paraphernalia, and equipment to be used in voting, counting, and canvassing;
- b. Using the packing list, verify the quantity of the ballots and the corresponding ballot ID (for OMR), election returns and canvassing forms, other accountable

- forms, and equipment received in the presence of the Head of Post or the authorized representative, watchers of political parties, and representatives of the Filipino community, if available;
- c. Within twenty-four (24) hours after verification, notify the OFOV in writing of the receipt of accountable and non-accountable forms, as well as equipment, the condition thereof and discrepancies, if any, in the quantity and serial numbers of the accountable forms and equipment;
 - d. For Posts with postal voting, accomplish and submit the overseas voting daily turnout report, report on daily returned mail ballots, and report on late ballots received;
 - e. Store in a secure place all received forms, supplies, and equipment; and
 - f. Perform such other duties and functions as provided under these rules as mandated by the Commission.

ARTICLE III SPECIAL BOARDS OF ELECTION INSPECTORS

Sec. 8. Special Board of Election Inspectors; Constitution and Appointment. – The Commission, through the OFOV, shall, upon recommendation of the DFA-OVS, constitute in every Post, not later than 27 December 2024 (Friday), at least one (1) SBEI, which shall be composed of a Chairperson and two (2) Members (who shall be the Poll Clerk and the Third Member). They shall be officers and members of the foreign service post, including attachés of other Philippine Government Agencies, posted abroad and deputized by the Commission.

The Head of Post shall issue the Appointment of the Chairperson/Poll Clerk/Third Member/Substitute of the SBEI using OVF No. 5. If the Head of Post shall serve as part of the SBEI, the Commissioner-in-Charge of the OFOV shall issue his/her Appointment.

For purposes of voting, the number of SBEIs to be constituted shall be as follows:

- a. For Posts adopting DRE, there shall be one (1) SBEI for every 2,000 registered overseas voters. Thus:

Post	No. of SBEIs to be Constituted
Amman PE	2
Beirut PE	4
Istanbul PCG	1
Shanghai PCG	1
Damascus PE	1
Dili PE	1
Tehran PE	1

- b. For Posts adopting OMR, there shall be one (1) SBEI for every twenty thousand (20,000) registered voters. In excess of twenty thousand (20,000)

voters, additional SBEIs shall be constituted upon the approval of the OFOV.
Thus:

Post	No. of SBEIs to be Constituted
Beijing PE	1
Chongqing PCG	1
Guangzhou PCG	1
Xiamen PCG	1
Port Moresby PE	1
Ankara PE	1
Abuja PE	1
Tripoli PE	1
Moscow PE	1
Yangon PE	1

Sec. 9. Qualifications of Members of the SBEI. – No individual shall be appointed as Chairperson or Member of the SBEI, whether regular or substitute, unless they meet the following criteria:

- a. Possesses good moral character and irreproachable reputation;
- b. Never been convicted of any election offense or of any other crime punishable by more than six (6) months of imprisonment, or has no pending case filed against such person for any election offense; and
- c. Able to write and speak in English or Filipino.

Any career public officer posted abroad, appointed or designated by the Commission, as the case may be, shall act as the Chairperson, poll clerk, and third member. In the absence of other government officers, a registered overseas voter may be appointed as the poll clerk and the third member.

Sec. 10. Disqualification. – The Members of the SBEI or their spouses shall not be related within the fourth civil degree of consanguinity or affinity to any member of the same SBEI, any of the candidates for Senators or any of the nominees of accredited parties, organizations or coalitions participating under the party-list system of representation, or any of the candidates' / nominees' spouse.

For this purpose, the OFOV shall furnish the Post, through the DFA-OVS, the list of candidates for Senators and nominees of accredited parties, organizations or coalitions participating under the party-list system of representation not later than 20 December 2024 (Friday) so that the members of the SBEIs will know whether they are qualified to accept their appointments.

Sec. 11. Notice of Disqualification and Submission of Appointment of Substitute. – Any member of the SBEI who is disqualified shall notify the Head of Post in writing of such disqualification not later than 06 January 2025 (Monday). In turn, the Head of Post shall submit a written notice of said disqualification, together with the appointment of the substitute member of the SBEI to the Commission, through the OFOV not later than 13 January 2025 (Monday).

Sec. 12. Powers and functions of the SBEI. – The SBEI shall have the following powers and functions:

- a. Conduct Final Testing and Sealing of the ACM;
- b. Initialize and Print Initialization Reports;
- c. Perform diagnostic testing based on the ACM Operations Manual;
- d. Open and Close Voting for the ACM;
- e. Print the ERs and transmit the election results;
- f. Print Audit Log Reports, and all other required reports;
- g. Conduct field or mobile voting activities;
- h. Act as deputies of the Commission in the supervision and control of the election in the polling place where they assigned;
- i. For Posts with personal voting, accomplish and submit the overseas voting daily turnout report;
- j. Maintain order within the polling place and its premises, ensuring access remains open and unobstructed, and enforce compliance with lawful orders, including public health and safety protocols in the host country. If any person refuses to follow these orders or otherwise engages in disorderly conduct, interrupting and disrupting the proceedings, the SBEI may call upon the Post's security force, if available, or its deputized peace officer to take the individual into custody until the meeting adjourns. However, this action shall not prevent any registered voter from exercising their right to vote; and
- k. Perform such other functions, as may hereinafter be prescribed by the Commission.

Sec. 13. Proceedings of the SBEI. – The meeting of the SBEI shall be public and held in the polling place designated by the Commission. The SBEI shall act through its Chairperson and shall decide, without delay, questions which may arise in the performance of its duties by a majority vote. The Chairperson shall attest all resolutions issued by the SBEI.

Sec. 14. Minutes of Final Testing and Sealing and Minutes of Voting and Counting. – The SBEI shall accomplish the Minutes of Final Testing and Sealing (FTS) (OVF No. 11-F) during the FTS in two (2) copies and record the act or data required therein as they occur or become available during the FTS.

Similarly, the SBEI shall also accomplish the Minutes of Voting and Counting (OVF No. 11-A) during the overseas voting period, in two (2) copies and record the act or data required therein as they occur or become available during the voting and counting.

Copies of the accomplished Minutes stated above shall be sealed in separate envelopes (CEF No. A17-FTS for Minutes of FTS and OVF No. 18 for Minutes of Voting and Counting) to be distributed as follows:

- a. First copy to the Commission; and
- b. Second copy to be deposited inside the ballot box for Optical Mark Reader (OMR) - ACM or inside the receptacle box for Direct Recording Electronic (DRE) - ACM.

ARTICLE IV COMMON PROVISIONS FOR SBEI AND SBRCG

Sec. 15. Oath of Members of the SBEI/SBRCG. - The members of the SBEI/SBRCG shall, upon appointment, take the oath before the Head of Post, or any officer in Post with authority to administer oaths under Republic Act No. 6733.³ In the absence of such officer, the oath may be taken before any other member of the SBEI/SBRCG present.

The Oaths herein shall be incorporated in the issued Appointments (OVF No. 5).

Sec. 16. Security Undertaking of Members of the SBEI/SBRCG. - The members of the SBEI/SBRCG shall, upon appointment, accomplish a Security Undertaking (OVF No. 6) pursuant to Republic Act No. 10173⁴, otherwise known as "THE DATA PRIVACY ACT OF 2012". The original duly accomplished Security Undertaking of all SBEI and SBRCG members shall be submitted to the OFOV, through the DFA-OVS, together with their duly signed appointment papers with oath.

The said Security Undertaking shall be signed by the Executive Director of the COMELEC, in his capacity as the Data Protection Officer (DPO).

Sec. 17. Prohibition against Political Activity. - No member of the SBEI/SBRCG shall engage in any partisan political activity or take part in the elections except to vote and discharge their duties, such as rendering assistance in accordance with usual protocol courtesies normally extended to visiting officials on official business.

Sec. 18. Voting Privilege of Members of the SBEI/SBRCG. - Government employees posted abroad who will perform election duties as members of the SBEI/SBRCG (including the SBOC) shall be allowed to vote in their respective Posts, provided they registered as voters either in the Philippines or abroad with active registration records.

Members of the SBEI/SBRCG who are registered voters of other Posts or in the Philippines with active registration records shall manifest their intent to avail of this voting privilege, by indicating the same in their Appointment with Oath (OVF No. 5) to be submitted.

³ As amended by R.A. No. 10755.

⁴ As amended by R.A. No. 10755.

Upon verification by OFOV of their voter registration status, the OFOV shall provide DFA-OVS the List of SBEI/SBRCG members who are qualified to avail of this voting privilege.

The fact that they exercise their voting privilege shall be noted in the Minutes of Voting (OVF No. 11-A) and OVF No. 2-C.

Sec. 19. Temporary Vacancies in the SBEI/SBRCG. If at the time of the convening of the SBEI/SBRCG, any member is absent or not available, the present members shall call upon any substitute taken from the pool of substitutes to perform the duties of the absent member. If the substitute cannot be found, the Head of Post shall appoint any available official or employee of the foreign service corps or any non-partisan registered voter not otherwise disqualified, using OVF No. 30, to temporarily fill said vacancy until the absent member appears or becomes available.

The fact of substitution shall be entered in the Minutes of Voting and Counting (OVF No. 11-A).

For this purpose, Posts shall constitute a pool of substitutes for the SBEI/SBRCG which shall likewise be deputized by the Commission. The substitutes must possess all the qualifications and none of the disqualifications provided under this Resolution.

Sec. 20. Supervision by Heads of Posts. - All Foreign Service personnel and representatives of attached agencies duly deputized by the Commission shall be under the direct supervision of the Heads of Posts, insofar as the One-Country Team Approach⁵ is concerned.

Sec. 21. Support Staff. - The Head of Post shall designate a Support Staff using OVF No. 5, not later than 27 December 2024 (Friday), as follows:

Description	No. of Support Staff
For Posts utilizing ACM - DRE:	1 for each SBEI constituted
For Posts utilizing ACM - OMR:	2

The support staff shall be a Filipino Citizen, and is tasked with the following:

- a. Assist in the queuing of ROVs who will vote at the Post, and in crowd control or management at the entrance of the Post;
- b. Assist the SBEI during the generation and printing of required reports; and
- c. Perform such other functions as may be directed by the SBEI.

Sec. 22. ACM Technical Personnel. - The Head of Post shall designate, not later than 27 December 2024 (Friday), at least one (1) technical personnel per Post, using OVF No. 5. The technical personnel shall:

- a. Address and monitor the activities of the ACM;

⁵ Section 28, Republic Act No. 8042 or the Migrant Workers and Overseas Filipinos Act of 1995.

- b. Report to the OFOV and/or National Technical Support Center (NTSC) on possible contingencies that may arise before, during and after the election period; and
- c. Perform such other functions as may be directed by the Commission, through the Head of Post.

Sec. 23. Identification Documents (IDs) of Electoral Board Members. – Members of the SBEI and SBRCG, as well as the ACM Technical Personnel and Support Staff shall wear COMELEC-approved IDs for purposes of identification. See Annex “A” for template.

ARTICLE V WATCHERS

Sec. 24. Watchers. – Every registered political party or coalition of political parties fielding candidates, accredited political party, sectoral party/organization or coalition thereof participating in the party-list system of representation, candidate, and accredited citizens’ arms and accredited Overseas Filipino Worker (OFW) organizations shall be entitled to one (1) watcher at any given time during the voting and counting of votes.

For this purpose, the registered political party or coalition of political parties fielding candidates, accredited political party, sectoral party/organization or coalition thereof participating in the party-list system of representation, candidate, and accredited citizens’ arms and accredited Overseas Filipino Worker (OFW) organizations shall submit to the Posts, copy furnished the OFOV, the list of watchers per constituted SBEI not later than 01 April 2025 (Tuesday).

However, if there is insufficient space for all watchers to be accommodated, preference shall be given to the watchers of the dominant majority and dominant minority parties as determined by the Commission, one (1) watcher for the accredited citizens’ arm, one (1) common watcher for accredited OFW organizations, and one (1) common watcher for independent candidates.

Sec. 25. Qualifications of Watchers. – No person shall be appointed as watcher by the registered political party or coalition of political parties fielding candidates, accredited political party, sectoral party/organization or coalition thereof participating in the party-list system of representation, candidate, and accredited citizens’ arms and accredited Overseas Filipino Worker (OFW) organizations, unless they meet the following criteria:

- a. Is an overseas voter in the Post where the person is assigned;
- b. Possesses good moral character and reputation;
- c. Never been convicted of any election offense or any crime;
- d. Able to write and read English or Filipino; and

- e. Not a relative within the fourth civil degree of consanguinity or affinity to the Chairperson or to any member of the SBEI in the Post where said person seeks appointment as a watcher.

Sec. 26. Rights and Duties of Watchers. – Upon entering the polling place, watchers shall present and deliver to the Chairperson of the SBEI their appointments and, forthwith, their names shall be recorded in Minutes of Voting and Counting (OVF No. 11-A) with a notation under their signatures that they are not disqualified to serve as watchers. The appointment of watchers shall bear the personal or facsimile signature of the candidate or the duly authorized representative of the political party, organization or coalition of parties who appointed them or of organizations authorized by the Commission.

Watchers shall have the right to:

- a. Witness and inform themselves of the proceedings of the SBEI;
- b. Take note of what they see or hear;
- c. Take photographs of the proceedings and incidents, if any, during the counting of votes, as well as of the election returns and ballot boxes/receptacles. In this case, watchers shall not compromise the security and sanctity of the votes casted by registered overseas voters.
- d. File a protest against any irregularity or violation of law which they believe may have been committed by the SBEI or by any of its members or by any person;
- e. Obtain from the SBEI a certificate as to the filling of such protest and/or resolution thereon;
- f. Read the election returns after it is printed and signed by the members of the SBEI without touching such documents; and
- g. Be furnished, upon request, with a Certificate of Votes (OVF No. 13) cast for the candidates, duly signed and thumb marked by the Chairperson and all members of the SBEI.

Watchers shall not speak to any member of the SBEI, or to any voter, or among themselves, in such a manner as would disturb the proceedings of the SBEI. Further, Watchers shall observe the minimum health and safety protocols imposed by the host country, as implemented by the Post.

Sec. 27. Challenge of Qualifications of Watcher. – Any voter or watcher may challenge the qualifications of the said watcher.

The person raising the challenge must submit duly accomplished Record of Challenge/Protest for Voting (OVF No. 33-A) to the SBEI. The SBEI shall then verify the validity of the challenge by reviewing the watcher's qualifications and determining if any disqualifications apply.

To confirm their identity, the challenged watcher must take an Oath of Identification of a Challenged Watcher (OVF No. 40-A).

After reviewing the challenge or protest, the SBEI shall issue Certificate of Challenge or Protest and Decision of the Board for Voting (OVF No. 33).

This matter shall also be recorded in the Minutes of Voting and Counting (OVF No. 11-A).

ARTICLE VI PERSONAL VOTING

Sec. 28. Personal Voting. – A mode of voting where the overseas voters personally appear to cast their votes at the Posts or such other voting areas designated by the Commission.

Sec. 29. Prohibitions on Personal Voting. – The voter shall not:

- a. Be accompanied by anyone while casting their vote, except in the case of an illiterate or a person with disability;
- b. Speak with anyone while casting votes;
- c. Use camera or other means for making a copy of the official ballot or the Voter Verifiable Paper Audit Trail (VVPAT), or make sure of any other means to identify the vote; or
- d. Exhibit the contents of the duly accomplished ballot to any person.

Sec. 30. Who are Allowed to Vote. – All registered overseas voters whose names appear in the CLOV for purposes of the 12 May 2025 National and Local Elections, and those who fall under Article IV, Section 18 (*Voting Privilege of Members of SBEI/SBRCG*) of this Resolution, may vote for Senators and any one (1) accredited party/organization or coalition participating under the party-list system of representation.

Sec. 31. Period of Casting of Votes. – Casting of votes shall be for a period of thirty (30) continuous calendar days beginning at 8:00 AM of 13 April 2025 (Sunday), local time of the Post, until 7:00 PM of 12 May 2025 (Monday), PST, inclusive of all established holidays in the Philippines and such other holidays in the host country.

Except on 13 April 2025 (Sunday) where all Posts are required to open at 8:00 AM, local time of the host country, Posts may adopt a flexible schedule for the operation of the various SBEIs, provided that their schedule is continuous and will not be less than eight (8) hours a day. The voting hours may be extended taking into account the availability and influx of voters as well as the primary responsibilities and functions of the members of the SBEIs, upon approval by the Commissioner-in-Charge of the OFOV.

If at 7:00 PM of 12 May 2025, Philippine time, there are still voters who have yet to cast their votes within the thirty (30) meters radius of the polling place, the voting shall continue to allow the voters to cast their votes without interruption. The Poll

Clerk shall, without delay, list the names of said voters. 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 who is not present when called shall not be permitted to vote at any later time.

Sec. 32. Place of Voting. – Casting of votes shall be done in the designated voting area within the premises of the Post that has jurisdiction over the country where the voter resides, or at any field voting, mobile voting, or polling place designated and authorized by the Commission, upon recommendation by the DFA-OVS, with prior notice and approval of the Commission.

Sec. 33. Rules to be Observed during the Voting. – During voting, the SBEI shall ensure that:

- a. No watcher enters the designated voting area for voters or the area reserved for the SBEI, nor mingles or talks with voters;
- b. No voter exhibits the contents of the ballot to any person;
- c. No person enters the designated voting area in the premises of the Posts carrying any firearm or any deadly weapon, except those expressly authorized by the Commission;
- d. The voters cast their votes in the order of their arrival in the polling place; and
- e. There is no crowding of voters and disorderly behavior inside the designated polling place and that health and safety protocols of the host country, as implemented by Posts, are observed.

Sec. 34. Casting of Votes for Voters who are Illiterate or with Disability. –

- a. No voter shall be allowed to vote as illiterate or with disability unless such fact is so indicated in the List of Voters with Voting Records (OVF No. 2-A or 2-B) or such condition of disability is apparent;
- b. A voter who is illiterate or physically unable to cast votes may be assisted by a relative within the fourth civil degree of consanguinity or affinity, or by any person of the voter's confidence who belongs to the same household, or by any member of the SBEI;
- c. No person shall assist an illiterate or physically disabled voter more than three (3) times except for the members of the SBEI; and
- d. The assistor shall be bound in writing and under oath to accomplish the ballot strictly in accordance with the instructions of the voter and not to reveal the contents of the ballot (OVF No. 8).

Sec. 35. Express Lane for Persons with Disability (PWDs), Senior Citizens, and Pregnant Women. – PWDs, senior citizens, and pregnant women voting in their respective polling places shall be afforded their right to an express lane and be allowed to vote as soon as they arrive.

Sec. 36. Challenge of Illegal Voters. – Any voter or watcher may challenge a voter for:

- a. Not being a registered overseas voter;
- b. Using the name of another; or
- c. Suffering from an existing disqualification.

The voter or watcher who challenged any voter on the foregoing grounds shall submit to the SBEI the duly accomplished Record of Challenge/Protest for Voting (OVF No. 33-A).

In such a case, the SBEI shall satisfy itself as to whether or not the ground for the challenge is true by requiring proof of registration, identity or qualification. If the challenged voter is personally known to the any member of the SBEI, the said member of the SBEI shall take an Oath of an SBEI Member Identifying a Voter (OVF No. 40-B). If no proof has been presented by the challenged voter, the SBEI shall issue Summons Re: Identity of Challenged Voter (OVF No. 41) to a witness who personally knows the challenged voter to establish the said voter's identity. The witness, to establish the identity of the challenged voter, shall take an Oath of Identification of Witness of Challenged Voter (OVF No. 40.)

After determination of the challenge or protest, the SBEI shall then issue the Certificate of Challenge or Protest and Decision of the Board for Voting (OVF No. 33).

This matter shall also be recorded in the Minutes of Voting and Counting (OVF No. 11-A).

Sec. 37. Challenge Based on Certain Illegal Acts. – Any voter or watcher may challenge any voter on the ground that:

- a. The challenged person has received or expects to receive money or anything of value as consideration for the vote, has paid, offered or promised to pay, or has contributed, offered or promised to contribute money or anything of value as consideration for the vote of another;
- b. The challenged person has made or received a promise to influence the giving or withholding of any such vote; or
- c. The challenged person has made a bet or is interested directly or indirectly in a bet, which depends upon the results of the election.

The voter or watcher who challenged any voter on the foregoing grounds shall submit to the SBEI the duly accomplished Record of Challenge/Protest for Voting (OVF No. 33-A). After which, the SBEI shall issue Summons Re: Certain Illegal Acts (OVF No. 41-A) to a person who personally witnessed the challenged voter performing the aforementioned illegal acts. The witness shall take an Oath of Witness on Certain Illegal Acts of Challenged Voter (OVF No. 40-C).

The challenged person shall take an oath before the SBEI of having not committed any of the acts alleged in the challenge and accomplish the Oath of Voter challenged

for Illegal Acts (OVF No. 39). Upon taking such oath, the challenge shall be dismissed and the voter shall be allowed to vote. In case the voter refuses to take such oath, the challenge shall be sustained and the voter shall not be allowed to vote.

After determination of the challenge or protest, the SBEI shall issue the Certificate of Challenge or Protest and Decision of the Board for Voting (OVF No. 33).

This matter shall also be recorded in the Minutes of Voting and Counting (OVF No. 11-A).

Sec. 38. Record of Challenges and Oaths. - The Third Member of the SBEI shall record in the Minutes of Voting and Counting (OVF No. 11-A) all challenges and oaths taken in connection therewith and the decision of the SBEI in each case.

Sec. 39. Prohibition on Premature Announcement of Voting. - No member of the SBEI shall, before the termination of the voting, make any announcement as to whether a certain registered voter has already voted or not, as to how many have already voted or how many so far have failed to vote, or any other fact tending to show or showing the state of the polls, nor shall any member of the SBEI make any statement at any time, except as witness before a court or body, as to how any person voted.

ARTICLE VII POSTAL VOTING

Sec. 40. Postal Voting. - A mode of voting where mailing packets, containing the official ballots and voting instructions, are sent to the voters through postal service or picked up by the voters themselves from the Post or such other voting areas designated by the Commission. After filling out the ballots, the voters shall send the accomplished ballot in the provided envelope back to the Post via mail or in person through the drop box provided by the Post specifically for such purpose.

Sec. 41. Preliminaries to Postal Voting. - The Posts, through the SBRCG, shall receive from the OFOV the following:

- a. Mailing packets containing Official Ballots, Instructions to Voters, Ballot Envelopes, and Paper Seals (CEF No. A12).

Attached to the aforesaid mailing packets are mailing labels that either have:

- i. Names and complete addresses of voters; or
 - ii. No mailing labels affixed, in cases where the overseas voters have incomplete addresses, did not provide addresses in their registration forms, or indicated their addresses as "c/o Philippine Embassy/Consulate."
- b. The List of Voters with Voting Records (OVF No. 2-A, 2-B, and 2-C) which contain the names of voters and serial numbers of ballots, envelopes and paper seals assigned to them.

Sec. 42. Procedures for Sending Mailing Packets to the Voters by Post. – Upon receipt of the mailing packets and other election forms, the SBRCG shall:

- a. Make an inventory of all mailing packets and election paraphernalia received;
- b. Verify the addresses of the voters in the mailing labels to ensure that they are correct;

If any of the addresses is incorrect, the SBRCG shall correct the same. For this purpose, the Post may use its own mailing labels;

- c. Publish in conspicuous places in the embassy/consulate and in the website of the Post, the Certified List of Overseas Voters (CLOV), with instructions as to when, where, and how they can expect to receive their ballots;

If there is no available address for the voter or if the address is “c/o embassy/consulate”, the SBRCG shall compile their mailing packets, and prepare a separate list indicating their last names, and initials of their first and middle names. This List of Voters with No/Incomplete Addresses shall be published in the official website of Post, with corresponding instructions for the voter to contact Post on how the mailing packets will be received based on these guidelines:

- i. The voter shall submit to the SBRCG a copy of his or her valid Philippine passport to establish identity and a copy of the document showing proof of their current address. However, this act shall in no case be deemed as an application for Change of Address. In this case, the Post shall advise the voter to formally apply for Change of Address in the next registration period; and
 - ii. Once the identity of the voter and their address have been established and verified, the SBRCG shall indicate/print the voter’s corrected or updated address on the extra mailing labels provided by the Commission. In case the blank mailing labels provided are insufficient, the Post may use its own mailing labels.
- d. Mail the mailing packets to overseas voters through the postal service approved by the Commission for the said Post. However, if prior to the mailing of the mailing packets, the voter has previously communicated with the Post his/her intention to personally get the mailing packets, the Post in the exercise of its discretion, shall provide a deadline to the voter within which to claim the said mailing packets. If the voter does not appear within the deadline set, the Post shall proceed to mail the mailing packet to the voter through the same postal service, taking into consideration the period of delivery of mailing packets in the host country.

Sec. 43. Returned Mailed Ballots. – Returned mailed ballots refer to mailing packets containing the ballots sent to, but not received by, the voters and which were forwarded to Posts where the voters are registered.

Sec. 44. Procedures for Returned Mailing Packets/Mailed Ballots. – The SBRCG, upon receipt of the returned mailing packets/mailed ballots shall:

- a. Upon receipt thereof, prepare a list of names of the voters whose mailing packets/mailed ballots have been returned to the Posts;
- b. Inform the OFOV, through the DFA-OVS, at the end of every voting day, of the names of voters whose mailing packets were returned to the Post by accomplishing and submitting the report on returned mailed ballots;
- c. Post in conspicuous places in the embassy/consulate and in the website of the Post the list with the instructions as to how, where, and when the voters can claim their returned mailing packets/mailed ballots;
- d. Exert efforts to communicate with the voters, locate the voters concerned and, if possible, forward the returned mailing packets/mailed ballots to them;
- e. Take into custody and keep an inventory of the returned mailing packets/mailed ballots that were not forwarded to the voters;
- f. Include all returned mailing packets/mailed ballots received after the voting period or were not forwarded to the voters to the OFOV, through the service provider responsible for forward and reverse deployment of all election materials and paraphernalia for the 2025 NLE, within six (6) months from the day of elections. The ballots contained in the returned mails are deemed cancelled; and
- g. Submit to the OFOV, through the DFA-OVS, a report prescribed by the Commission **not later than 13 June 2025 (Friday)**.

Sec. 45. Procedures for Voters who Personally Deliver their Ballot Envelope/s. – For Posts adopting Postal Voting, voters who personally appear therein to deliver their accomplished mail-in ballot, must utilize the drop box provided by the Post for such purpose, located in a secured place, taking into consideration the security and sanctity of the votes.

ARTICLE VIII FIELD AND MOBILE VOTING

Sec. 46. Field Voting. – Field voting refers to the conduct of voting for a limited period of time outside the Posts' premises where significant number of registered overseas voters reside, as may be authorized by the Commission, as recommended by the DFA-OVS.

Sec. 47. Mobile Voting. – Mobile voting refers to the conduct of voting for a limited period of time outside the Post, in connection with the consular outreach program of the DFA, in places authorized by the Commission.

Sec. 48. Guidelines. – The following guidelines are hereunder provided in the conduct of field/mobile voting:

- a. The host government allows such field/mobile voting;

- b. The conduct of field/mobile voting shall not compromise the security, integrity and sanctity of the voting process;
- c. It shall impact upon a significant number of registered overseas voters;
- d. Information on the different schedules of field/mobile voting shall be widely disseminated by the Post. The schedules shall also be posted in a conspicuous place within the Post's premises and in the official websites of the Post and the Commission;
- e. Voting at the premises of the embassy/consulate must continue, regardless of any field/mobile voting that the Post may schedule;
- f. For field voting, the Post must submit a written request to the OFOV and must indicate the date, number of estimated overseas voters who will vote during the field voting and costs (OVF No. 9). Such request shall be subject to the approval of the Commission *En Banc*, through the OFOV, provided that such request shall be favorably recommended by the DFA-OVS, and provided further, that the conduct thereof shall be with least expense on the part of the Commission;
- g. For mobile voting, the Post must submit a written notice to be the OFOV and must indicate the date, number of estimated overseas voters who will vote during the mobile voting (OVF No. 10). Such request shall be subject to the approval of the Commissioner-in-Charge of OFOV, provided that such request shall be favorably recommended by the DFA-OVS, and provided further, that the conduct thereof shall be at no cost on the part of the Commission;
- h. The SBEI/SBRCG for field/mobile voting shall be taken from the regular SBEIs/SBRCGs earlier deputized by the Commission, through the Head of Post;

In cases where the Post has only one (1) set of SBEI/SBRCG, it may recommend to the Commission to deputize additional two (2) personnel who will be deputized as SBEI/SBRCG that will conduct the field/mobile voting. There shall be no additional honoraria for the members of the SBEI/ SBRCG, if they are taken from the regular SBEI/SBRCG;

- i. The SBEIs/SBRCGs must bring copies of the Certified List of Voters and a template of List of Voters with Voting Records (OVF No. 2-C); and
- j. The pertinent provisions on personal or postal voting shall be observed, as the case may be.

PART II
PROVISIONS ON THE CONDUCT OF
AUTOMATED VOTING AND COUNTING

ARTICLE IX
ELECTION FORMS AND SUPPLIES

Sec. 49. Election Forms, Documents and Supplies. – The SBRCG shall receive from the Commission, through the OFOV, election forms, documents and supplies for its use and for distribution to SBEIs and SBOCs. Except when authorized to do so earlier by the Head of Post, the SBEI shall get the forms, documents and supplies before the start of the voting hours of each voting day. The allocation of the forms, documents and supplies shall be according to the following:

I. For Voting:

A. ACM case, which includes the following:

- i. The ACM;
- ii. Power cord with adaptor of the ACM;
- iii. Rolls of thermal paper;
- iv. The three (3) Personal Identification Number (PINs) for operating the ACM, the three (3) smart cards, and one (1) PIN for re-zeroing;
- v. The checklist of the contents of the ACM box;
- vi. Cleaning sheet;
- vii. Marking pens (for OMR); and
- viii. Paper Seal for ACM box to be used at the end of Election Day to close the ACM box.

B. Ballot Box (for OMR);

C. Plastic security seals for main and contingency ACMs;

D. Package of official ballots for OMR; and

E. Main and Back-up USB.

A. Election Forms/Supplies from the Commission:

OVF No.	Description
For Final Testing and Sealing (FTS)	
CEF No. A17-FTS	Envelope for Minutes of FTS/Counted FTS Ballots/FTS Reports/FTS Envelopes
	FTS Ballots
Election Forms (For Voting)	
2-A	List of Voters with Voting Records (Land-Based)
2-B	List of Voters with Voting Records (Seafarers)
2-C	Template for the List of Registered Overseas Voters
A. Postal Voting	
	Mailing Packets
	Ballot Envelopes
	Instructions to Voters
	Paper Seals
	Mailing List
	Mailing Labels
B. Postal/Mixed Voting	
	Official Ballots
Election Forms (For Voting and Counting)	
18	Envelopes for Minutes of Voting and Counting
CEF No. A17 / 17, 17-A, 17-B,	Envelopes for ERs

17-C, 17-D, 17-E, 17-F, 17-G, 17-H	
CEF No. A18C, A18D	Envelopes for Status Report, Initialization Report, Audit Logs, Precinct Statistical Report
CEF No. A16	Envelope for Half Torn and Another Envelope

B. Election Forms to be Downloaded/Printed/Reproduced/Purchased by Post:

OVF No.	Description
For Final Testing and Sealing (FTS)	
3	Notice of Final Testing and Sealing
4	Election Return for FTS
11-F	Minutes of Final Testing and Sealing (Copy for the Ballot Box and the Commission)
For Voting and Counting	
5	Appointment of SBEI, SBRCG, Support Staff and ACM Technical Personnel
6	Security Undertaking
7	Log Sheet of Acknowledgment Receipt
8	Oath of Assistor
9	Request for Overseas Field Voting
10	Request for Overseas Mobile Voting
11-A	Minutes of Voting and Counting (copy for the Ballot Box and the Commission)
13	Certificate of Votes
14	Certificate of Receipt of Forms and Supplies for Voting by the SBEI
30	Temporary Appointment of Chairperson/Poll Clerk/Third Member of SBEI/SBRCG
33	Certificate of Challenge or Protest and Decision of the Board for Voting
33-A	Record of Challenge/Protest for Voting
39	Oath of Voter Challenged for Illegal Acts
40	Oath of Identification of Witness of Challenged Voter
40-A	Oath of Identification of a Challenged Watcher
40-B	Oath of SBEI Member Identifying a Voting
40-C	Oath of Witness on Certain Illegal Acts of Challenged Voter
41	Summons Re: Identity of Challenged Voter
41-A	Summons Re: Certain Illegal Acts

ARTICLE X
FINAL TESTING AND SEALING

Sec. 50. Period for Final Testing and Sealing (FTS) of ACMs; Notice. - On any scheduled day from 06 April 2025 (Sunday) to 12 April 2025 (Saturday), the SBEI shall convene in its assigned polling place to test and seal the ACM assigned to its precinct. In case the testing and sealing of the ACMs cannot be done at the assigned polling place due to security and/or other practical reasons, the Post, through the

OFOV, shall notify, in accordance with the procedure in the succeeding paragraphs, the SBEI, candidates, political parties, accredited citizens' arm, and other stakeholders of the place where the testing and sealing shall be conducted.

The Post, through the OFOV, shall notify the SBEIs in writing of the date, time and place of the testing and sealing of the ACMs not later than three (3) days before the schedule of FTS.

The Post, through the OFOV, shall likewise notify the candidates, registered political parties, coalition of political parties, associations or organizations participating in the party-list system representation, or accredited citizens' arm, by posting a notice of the date, time and place of testing and sealing (OVF No. 3) for each precinct in the bulletin boards of the Post or at the websites of the Posts, OFOV, and DFA-OVS, not later than three (3) days before the schedule of FTS.

Sec. 51. Procedures for the Final Testing and Sealing of the ACMs. - The procedures for the FTS of the ACM are as follows:

I. For Purely Personal Voting using DRE - ACM:

- a. Explain to those present the purpose of and the procedures for the FTS;
- b. Perform the DRE FTS procedures indicated in the ACM Operations Manual; and
- c. Randomly choose ten (10) test voters from among those present, who will cast votes for FTS. If there are less than ten (10) test voters present, any of them may cast more than one (1) vote to complete ten (10) ballots.

Thereafter, the Chairperson shall:

- a. Instruct the persons to verify the votes as appearing on the VVPAT and place the same in the Envelope for Counted FTS Ballots (CEF No. A17-FTS), which shall be turned over to the SBRCG for safekeeping until further notice from the Commission; and
- b. After all the ten voters have casted their votes, follow the instruction on the closing of polls, printing of election returns, VVPAT audit report, re-zero, and shutting down the ACM following procedures in the ACM Operations Manual. **In no case shall there be transmission of votes done during the FTS of ACM.**

II. For Purely Postal/Mixed Voting using OMR - ACM:

- a. Explain to those present the purpose of and the procedures for the FTS;
- b. Perform the OMR FTS procedures indicated in the ACM Operations Manual; and
- c. Randomly choose ten (10) test voters from among those present, who will accomplish the ballots to be used for FTS. If there are less than ten (10) test

voters present, any of them may accomplish more than one (1) ballot to complete ten (10) ballots; and

- d. In accomplishing the FTS ballots, only two (2) test voters can simultaneously accomplish the ballots. For this purpose, the Chairperson shall give each of the test voters a ballot and a marking pen. Using the marking pen, they shall accomplish the ballot by fully shading the circle opposite the names of the candidates of their choice, including that of the party, organization or coalition participating in the party-list system of representation. Thereafter, they shall return the accomplished ballots and proceed to the SBEL.

Thereafter, the Chairperson shall:

- a. Examine the accomplished ballots and determine whether the circle opposite the names of the candidates/political parties participating in the party-list system have been fully shaded, and the security features (timing marks, barcodes, and QR codes) have not been damaged;
- b. Return the accomplished ballot and give the same to the voter who shall personally feed the accomplished ballot into the ACM;
- c. Instruct the persons to verify the votes as appearing on the VVPAT and place the same in the Envelope for Counted FTS Ballots (CEF No. A17-FTS), which shall be turned over to the SBRCG for safekeeping until further notice from the Commission;
- d. Perform the same procedures listed above until all ten (10) ballots are fed;
- e. After all the ten ballots have been fed, follow the instruction on the closing of polls, printing of election returns, VVPAT audit report, re-zero, and shutting down the ACM following procedures in the ACM Operations Manual. **In no case shall there be transmission of votes done during the FTS of ACM;** and
- f. Conduct Manual Verification of Results following the procedures in the immediately succeeding section.

Sec. 52. Manual Verification of Results. – The following rules shall be observed in the manual counting of votes:

I. For Purely Personal Voting using DRE - ACM:

The SBEI shall check the generated election returns for FTS, manually count the votes therein through the VVPAT printed, and accomplish the manual Election Returns (ERs) (OVF No. 4) provided for the purpose. The following rules shall be observed in the manual counting of votes:

- a. The Chairperson shall verify the VVPAT printed by scanning the QR code printed in the VVPAT and one by one, read the names of candidates voted for and the offices for which they were voted in the order in which they appear thereon;

- b. The Poll Clerk shall record on the manual ER the vote as the names voted for each office are 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;
- c. After finishing the ten (10) FTS VVPAT printed, the Poll Clerk shall determine the total number of votes obtained by each candidate;
- d. The SBEI shall sign the certification portion of both ERs and compare the results of the manually-prepared ER with that of the machine-generated ER. If the results of both ERs are not the same, the SBEI shall review/re-appreciate the VVPAT printed to determine the cause of the discrepancy. If still there is a discrepancy, the SBEI shall call on the assigned technical staff who shall provide technical assistance.
- e. The SBEI shall immediately submit a report of the testing to the OFOV, through DFA-OVS. The OFOV, in turn, shall submit a report to the Commission, through the Project Management Office for 2025 NLE.

II. For Purely Postal/Mixed Voting using OMR - ACM:

The SBEI shall retrieve the accomplished valid ballots from the ballot box, manually count the votes therein, and accomplish the manual Election Returns (ERs) (OVF No. 4) provided for the purpose. The following rules shall be observed in the manual counting of votes:

- a. The Chairperson shall verify the ballots to determine whether there is over-voting (when the number of votes for a position has been exceeded). If there is an over-vote in a position, no vote shall be counted in favor of any candidate for the said position;
- b. The Chairperson shall take the ballots one by one, and read the names of candidates voted for and the offices for which they were voted in the order in which they appear thereon;
- c. The Poll Clerk shall record on the manual ER the vote as the names voted for each office are 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;
- d. After finishing the ten (10) FTS ballots, the Poll Clerk shall determine the total number of votes obtained by each candidate;
- e. The SBEI shall sign the certification portion of both ERs and compare the results of the manually-prepared ER with that of the machine-generated ER. If the results of both ERs are not the same, the SBEI shall review/re-appreciate the ballots to determine the cause of the discrepancy. If still there is a discrepancy, the SBEI shall call on the assigned technical support staff who shall provide technical assistance.

- f. The SBEI shall immediately submit a report of the testing to the OFOV, through DFA-OVS. The OFOV, in turn, shall submit a report to the Commission, through the Project Management Office for 2025 NLE.

Sec. 53. Post FTS procedure. -

I. The certified IT capable SBEI member shall:

- a. Follow the ACM Operations Manual in shutting down the ACM;
- b. For personal voting using DRE - ACM, place the counted FTS VVPAT printed, VVPAT audit report, machine-generated ER, together with the manually-accomplished ER and all reports in the FTS Envelopes for submission to the SBRCG for safekeeping.
- c. For postal and mixed voting Posts using OMR - ACM, place the counted FTS ballots, FTS VVPAT printed, VVPAT audit report, machine-generated ER, together with the manually-accomplished ER and all reports in the FTS Envelopes for submission to the SBRCG for safekeeping.

II. The SBEI shall:

- a. Duly seal the ACM in accordance with ACM Operations Manual;
- b. Place inside the ACM box the sealed ACM, including its peripherals;
- c. Seal the ACM box with the seal provided for the purpose;
- d. Allow watchers to place their own seal in ACM box for voting, if they so desire; and
- e. Return to the SBRCG the duly sealed ACM box and the FTS envelopes for safekeeping;

Interested parties may, with prior authority from the Head of Post, watch over the polling place where the ACMs are kept.

Sec. 54. Minutes of Testing and Sealing. - The SBEI shall record in the Minutes (OVF No. 11-F) all the acts or data required to be entered under this Resolution as soon as they occur or become available.

Sec. 55. Disposition of Forms/Supplies. - After the testing and sealing, the SBEI shall;

- a. Ensure that the ACM is properly sealed and secured inside the ACM box. Thereafter, leave the ACM box and ballot box (for postal and mixed voting using OMR - ACM) or receptacle box (for personal voting using DRE - ACM) inside the polling place or any secured room in the voting center;
- b. Submit to the SBRCG the Envelopes containing all FTS reports and minutes (A17-FTS) and seal the same with a paper seal.

The SBRCG shall keep the above documents until further instructions from the Commission.

Sec. 56. ACM Box to be Opened on 13 April 2025. – After FTS, the ACM box shall be opened again not earlier than 8:00 o'clock in the morning of 13 April 2025 (Sunday), local time of the host country, and in the presence of watchers, if any.

ARTICLE XI
PROCEDURES FOR VOTING, COUNTING OF VOTES, AND
TRANSMISSION OF PRECINCT RESULTS

Sec. 57. Voting Procedures. – The SBEI and SBRCG shall observe the following voting procedures:

I. Before 13 April 2025 upon receipt of the Election-related equipment, supplies, and materials by the Post:

a. The SBRCG shall:

- i. Issue the CLOV and List of Voters with Voting Records (OVF No. 2-A, 2-B, and 2-C) to each SBEI;
- ii. Allocate to each SBEI the forms and supplies based on the rate of distribution indicated in the Certificate of Receipt of Forms and Supplies for Voting by the SBEI (OVF No. 14) and accomplish the blank columns thereof;
- iii. Assign a corresponding identification number for each SBEI. The said identification number shall be indicated on the Receptacle Box to be assigned to the SBEI;
- iv. Place inside the Receptacle Box the forms and supplies listed in OVF No. 14;
- v. Issue the Receptacle Box and assign accomplished OVF No. 14 to the SBEI; and
- vi. Receive from the SBEIs the Receptacle Box after they have checked the contents therein, together with the corresponding accomplished OVF No. 14.

b. The SBEI shall:

- i. Remove the contents of the Receptacle Box and examine the quantity of the election-related supplies, materials, and peripherals, including the serial numbers, if any, to determine if they are the same as those recorded in the accomplished OVF No. 14. For postal voting, examine also the quantity of mailing packets with official ballots received.
 1. If the quantity of election-related forms, supplies, and peripherals are the same, sign the Acknowledgment Receipt on OVF No. 14; or

2. If not, refer the matter to the SBRCG, who shall report to the OFOV any discrepancy.
- ii. Accomplish the Minutes of Voting and Counting (OVF No. 11-A), indicate therein the quantity of the election-related supplies, materials, and peripherals, including the serial numbers, if any. Indicate also in the said Minutes, the serial numbers of the paper seals that will be used to seal the ACM and ACM box;
- iii. Return the election-related forms and supplies issued inside the Receptacle Box, as well as the ACM and its peripherals in its original designated box;
- iv. Seal the cover of the Receptacle Box with a packing tape and affix their signatures thereon;
- v. Deliver the sealed Receptacle Box together with one copy of OVF No. 14 to the SBRCG for safekeeping. The other copy of OVF No. 14 shall be retained by the SBEI for their file;
- vi. Require the SBRCG to acknowledge receipt of the Receptacle Box by accomplishing the log sheet for the purpose (OVF No. 7); and
- vii. Position the CLOV in a conspicuous place within the premises of the polling place.

II. Before the voting begins on 13 April 2025 (8:00 AM Local Time of Post):

a. The SBRCG shall:

- i. Issue to each SBEI the Receptacle Box and the ACM box; and
- ii. Require SBEI to acknowledge receipt of the Receptacle Box and the ACM box using a log sheet for the purpose (OVF No. 7).

b. In the presence of the SBRCG, the SBEI shall:

- i. Break the seal and open the Receptacle Box;
- ii. Take out the election-related forms and supplies to be used for the day, and enter such fact in OVF No. 11-A;
- iii. Get the sealed ACM box and the Receptacle Box, and enter such fact in OVF No. 11-A; and
- iv. Bring the election-related forms, supplies, materials, Receptacle Box, and sealed ACM box to the polling place.

c. In the polling place, the SBEI shall:

- i. Set up the polling place;

- ii. Post one (1) copy of the CLOV of each precinct in the cluster, near or at the door of the polling place, preferably the pages/sheets are spread out to give free access to voters who are checking their names in the list, if there is space;
- iii. Record the names of the watchers present, date and time of arrival, and the party or candidate they represent on the OVF No. 11-A and require them to affix their signatures;
- iv. Ensure that the ACM box is in the precinct and that it has all the election forms, documents and supplies needed;
- v. Show to the public and the watchers present that the ACM box is sealed, and thereafter, break the seal;
- vi. Remove the seal of the ACM box;
- vii. Open the ACM box;
- viii. Check whether the ACM and its peripherals are inside the ACM box;
- ix. Get the Minutes of Final Testing and Sealing (OVF No. 11-F) accomplished by the SBEI during FTS:
 1. Check if the serial number of the paper seal used in the ACM box during FTS is the same as the serial number recorded in the Minutes of Final Testing and Sealing (OVF No. 11-F); and
 2. Enter in the Minutes of Voting and Counting (OVF No. 11-A) the fact that the ACM box was shown to the public with the seals intact.
- x. Retrieve the necessary election-related technical materials specific for the use of SBEI members and distribute the same among themselves, accordingly. Enter such fact in the Minutes of Voting and Counting (OVF No. 11-A);
- xi. Retrieve the ACM and its peripherals from its box;
- xii. Return the ACM box to the SBRCG for safekeeping;
- xiii. Proceed to perform the ACM operations in accordance with the ACM Operations Manual.

ARTICLE XII

PROCEDURES FOR AUTOMATED VOTING – PERSONAL

Sec. 58. Manner of Voting. – The following procedures shall be followed:

- a. The voter approaches the Poll Clerk, gives their name and address together with other personal data;

b. The Poll Clerk shall verify from the List of Voters with Voting Records (OVF No. 2-A or 2-B) if the voter's name is included therein;

- i. If the voter's name is included, the Poll Clerk shall ascertain the identity through the photo printed in List of Voters with Voting Records (OVF No. 2-A or 2-B). In the absence of the voter's photo, the voter's valid passport or any identification card bearing the voter's photograph and signature shall be required.

In the absence of any identification documents, any member of the SBEI may identify the voter by accomplishing the Oath of an SBEI Member Identifying a Voter (OVF No. 40-B). Such fact shall be entered in the Minutes of Voting and Counting (OVF No. 11-A) and the accomplished OVF No. 40-B shall be attached thereto.

If the voter's identity still cannot be ascertained by any of the foregoing means, the person shall not be allowed to vote and shall be requested to leave the polling place.

- ii. If the identity of the voter has been ascertained or has not been challenged or having been challenged the question has been decided in favor of the voter, the Chairperson shall issue the official ballot to the voter.

c. Before allowing the voter to cast vote, **the Chairperson shall require the voter to sign on the List of Voters with Voting Records (OVF No 2-A or 2-B).**

d. The voter shall proceed to cast vote using the ACM - DRE (for purely personal voting) or ACM - OMR (for personal voting [in mixed voting Posts]);

C. The poll clerk/support staff shall position themselves in such a manner that they cannot view the screen, but still be able to perform the following:

- i. Instruct the voter to verify the VVPAT; and

- ii. In case the VVPAT is printed after the voter has verified the same, instruct the voter to fold the VVPAT and deposit the same in the VVPAT Receptacle Box.

D. The SBEI shall ensure that no one other than the voters themselves can view their receipt and that the receipt was placed in the voter's receipt receptacle intended for the purpose, except in the case of an illiterate or person with disability.

E. In case an objection is raised by the voter in the VVPAT, the Chairperson shall:

- i. Print the VVPAT of the voter raising an objection;

- ii. Direct the voter to affix their signature at the back of the VVPAT;

- iii. Note the specific objection in the Minutes of Voting and Counting; and

- iv. Attach the contested VVPAT to the Minutes (Copy for the Ballot Box/Receptacle Box).

The filing of frivolous objections shall constitute an election offense punishable under the Omnibus Election Code. For this purpose, the SBEI is allowed to administer oaths so that if the protest is frivolous, falsification or perjury charges may be filed.

- F. At the end of each voting day, the SBEI shall seal the Receptacle Box with packaging tape. The SBEIs shall affix their signatures on the tape, and require the watchers present to also affix their signatures.

Sec. 59. Procedures for Rejected Ballots (for OMR). - Ballots may be rejected by the ACM during the scanning. There will be three (3) different types of messages when the ACM rejects a ballot:

- a. "MISREAD BALLOT" - When a ballot has not been scanned properly. For this purpose, the SBEI shall allow the voter to re-feed the ballot four (4) times in four (4) different orientations;
- b. "PREVIOUSLY READ BALLOT" - When a ballot with same ballot ID number was already scanned; and
- c. "INVALID BALLOT" - When a ballot corresponds to a different USB, the voter shall return the ballot to the Chairperson who shall in turn, check if the ballot ID of the rejected ballot corresponds to the USB. If it does not match, the Chairperson shall mark the ballot with the word "REJECTED" and place the same inside the envelope for rejected ballots. The chairperson shall then issue the correct ballot to the voter.

If the ballot corresponds to the correct USB, let the voter re-feed the ballot in four (4) orientations.

No replacement ballot shall be issued to a voter whose ballot is rejected by the ACM, except if the rejection of the ballot is not due to the fault of the voter.

Any party objecting to the rejection of the ballot shall reduce his/her objection in writing, which the SBEI shall attach to and note in the Minutes of Voting (OVF No. 11-A).

Sec. 60. Procedures at the Start of Every Voting Day after 13 April 2025. - Before the start of every voting day, the SBEI and SBRCG shall observe the same procedures stated under Sec. 59, item II, (b) & (c), except (ix) on paragraph (c).

The SBEI shall place all the reports printed in its corresponding envelopes, and deposit the same in the receptacle box.

Voting shall commence and continue for eight (8) hours or such number of hours as may be required in order to accommodate all voters present in the polling place for the day.

Sec. 61. Procedures at the End of Each Voting Day. - The SBEI and SBRCG shall observe the following at the end of each voting day:

I. The SBEI shall:

- a. Shutdown the ACM by following the procedures laid down in the ACM Operations Manual;

The ACM and Receptacle Box shall remain inside the polling place properly secured, for use in the succeeding days until 12 May 2025 (Monday);
- b. Through the Chairperson, collect the election-related technical material specified to be used by SBEI members;
- c. Place the Minutes of Voting and Counting (OVF No. 11-A) in the corresponding envelope and deposit the same to the receptacle box;
- d. Seal the cover of the Receptacle Box with masking tape, and the members of the SBEI shall affix their signatures thereon;
- e. Submit the OVF No. 2-A, 2-B, and 2-C to the SBRCG for safe keeping; and
- f. Require the SBRCG to acknowledge receipt thereof using the log sheet maintained for the purpose.

II. The SBRCG shall:

- a. Ensure OVF No. 2-A, 2-B, and 2-C and other forms and supplies are securely kept; and
- b. Keep ACM box a secured place.

Sec. 62. Procedures at the End of Each Voting Week; Printing of Audit Logs. - On the following days, 20 & 27 April and 04 & 11 May 2025, before the ACM is shut down, the SBEIs shall print audit logs corresponding to the week of voting by following the procedures set forth in the ACM Operations Manual. This step is undertaken to avoid issues and complications which may be encountered in printing only one (1) audit log to cover the entire overseas voting period on the last day of voting (such as but not limited to insufficiency of thermal paper etc.).

These audit logs shall be placed in the corresponding envelopes (A18C), and shall be included with the final audit log.

Sec. 63. Procedure on the Last Voting Day. - The SBEI shall observe the same procedures stated under Sec. 59, item II, (b) & (c), except (ix) on paragraph (c) until 7:00 PM of 12 May 2025, Philippine time. At the end of voting, the following procedures shall be observed:

I. The SBEI shall:

- a. Close the voting by following the procedure set forth in the ACM Operations Manual;

The audit log to be printed herein shall only correspond to the period covering the last day of overseas voting, 12 May 2025 (*not including the period for which previous audit logs were already printed*).

- b. Unless otherwise ordered by the Commission, the SBEI shall not stop or postpone the counting until it has been completed.

In case an ACM fails to count the vote or print the results, the IT capable SBEI member shall announce the error and undertake the necessary corrective measures. Should the IT capable SBEI member be unable to correct the error, he shall call on the ACM Technical Personnel for assistance. Such fact shall be noted in the Minutes of Voting and Counting (OVF No. 11-A).

- c. Collect the ERs and affix their signatures and thumbmarks and ask the watchers present to also affix their signatures on the printed ERs;
- d. Place each copy of ER in its corresponding envelope (CEF No. A17) and seal with a paper seal;
- e. The Chairperson of the SBEI shall publicly announce the result by reading the total number of votes received by each candidate and stating their corresponding offices;
- f. Shutdown the ACM by following the procedure in the ACM Operations Manual;
- g. After the ACM is shut down:
- i. Place all reports, including the Initialization Report, VVPAT audit report, and Audit Logs in the corresponding envelope (A18C, A18D);
 - ii. Record the serial number of the seals in the Minutes of Voting and Counting (OVF No. 11-A);
 - iii. Collect the election-related technical materials from the SBEI members;
 - iv. Place the envelopes inside the Receptacle Box/Ballot Box;
 - v. Place the ACM and its peripherals accordingly in the ACM box; and
 - vi. Close the ACM box with the sealing sticker provided for the purpose.

The Poll Clerk shall announce the posting of a copy of the ER for national positions on a wall within the premises of the polling place which must be sufficiently lighted and accessible to the public, and proceed to post such copies.

After forty-eight (48) hours following the posting, the Chairperson of the SBEI shall detach the posted printed copy on the wall and keep the same in their custody to be produced as may be requested by any voter for image or data capturing or for any lawful purpose as may be ordered by competent authority.

ARTICLE XIII
PROCEDURES FOR AUTOMATED VOTING – POSTAL

Sec. 64. Reception and Verification of the Ballot Envelopes. – The SBRCG shall:

I. Reception Procedures:

a. For each Ballot ID, assign receptacles to store the following:

- i. Valid ballots;
- ii. Invalid ballots; and
- iii. Questionable ballots.

The SBRCG shall prepare as many sets of receptacles as may be necessary, to store the ballots equivalent to the number of Ballot IDs issued;

b. **The SBRCG shall receive and stamp on the face of the Ballot Envelope and opposite the name of the voter in the List of Voters with Voting Records (OVF No. 2-A or 2-B), the date and time of receipt;**

- i. If the Ballot Envelope is received at any time before Election Day, proceed to the verification procedures;
- ii. If the Ballot Envelope is received on 12 May 2025 (Monday) but received:
 1. Before the close of voting hours, proceed to the verification process; or
 2. After the close of voting hours, place the Ballot Envelope inside the receptacle for “Invalid Ballots”.
 3. Accomplish and submit the report on late ballots received.

II. Verification Procedures:

Immediately upon receipt of the Ballot Envelopes, the SBRCG shall conduct the verification procedures below:

- a. ***Verification of the Signature.*** Compare the signature of the voter on the Ballot Envelope with that appearing on the list of Voters with Voting Records (OVF No. 2-A or 2-B).
 - i. If the signature in the Ballot Envelope appears to be not identical with the signature appearing in List of Voters with Voting Records (OVF No. 2-A or 2-B), forward the envelope to any of the SBEIs which shall verify the signature and declare if the ballot is valid or invalid. The SBEI shall return the ballot to the SBRCG for proper disposition;
 - ii. If there is no signature, place the Ballot Envelope inside the receptacle for “Invalid Ballots”.

b. Verification of the Ballot ID.

- i. If the ballot ID is assigned to the Post, place the Ballot Envelope in the corresponding receptacle for "Valid Ballots."
- ii. If not, write "not the same Ballot ID" on the Ballot Envelope, and place the same in the receptacle for "Invalid Ballots" that corresponds to the said Ballot ID;
- c. Cross out the name of the voter in the Ballot Envelope in such a way that the ballot thereon cannot be traced to the voter. **Do not cross out the signature;**
- d. Close and seal each receptacle at the end of each voting day; and
- e. On a daily basis during the entire voting period, keep a record of the number of Ballot Envelopes received, verified and deposited in each receptacle.

Sec. 65. Invalid Ballots. The following constitute invalid ballots and shall not be included in the counting of votes:

- a. Those contained in the ballot envelopes, but the ballot envelopes do not bear the signatures of the voters; or
- b. Those contained in the ballot envelopes, but received after the close of voting hours on election day.

Sec. 66. Questionable Ballots. - If the signature in the Ballot Envelope is not identical with the List of Voters with Voting Records (OVF No.2-A or 2-B), the ballots shall be declared questionable ballots and shall be subject to further verification by the SBEI.

Upon verification, the SBEI shall decide whether the ballots are considered as valid or invalid.

Sec. 67. Date and Time of Feeding the Ballots to the ACM. - Every Mondays and Thursdays during the voting period, at 9:00 AM, local time in the host country, in the presence of the watchers, if available, the SBRCG shall turn over all ballots received and verified to the SBEI. Upon receipt thereof, the SBEI shall record the same in the Minutes of Voting and Counting (OVF No. 11-A) the number of valid ballots received from the SBRCG.

During the final week of the voting period (05 to 12 May 2025), Posts, if they deem it necessary, may choose to schedule additional days for the feeding of the ballots, with prior notice and subsequent approval of the OFOV.

Sec. 68. Procedures of Feeding the Ballots to the ACM. - The SBEI shall feed all verified valid ballots to the ACM by observing the procedures laid down in the ACM Operations Manual.

I. On the First Monday of Feeding of Ballots to the ACM:

- a. After following the procedures laid down in the ACM Operations Manual for feeding the ballots, collect the Initialization Report printed from the ACM and

show to the public the said report. The SBEI members, including representatives of political parties, candidates or citizens' arm present, if any, shall then affix their thumbmarks (for SBEI) and signatures thereon;

- b. Place the Initialization Report inside the Envelope (CEF No. A18C, A18D);
- c. Continue with the procedures for Open Voting set forth in the ACM Operations Manual;
- d. Once the ACM is ready to accept ballots, the SBEI shall feed all ballots that correspond to the same Ballot ID, one at a time;
- e. For every ballot accepted and dropped by the ACM inside the ballot box, a corresponding VVPAT shall be printed;
- f. The SBEI shall retrieve the receipt from the thermal printer, fold the receipt without reading the contents thereof and place the same in the voter's receipt receptacle;
- g. After feeding of ballots for each batch of Ballot ID, the Chairperson shall continue with the procedures set forth in the ACM Operations Manual to shut down the ACM;
- h. Repeat the above procedures for the next batches;
- i. After all ballots have been fed to the ACM for the scheduled feeding, properly shut down the ACM by following the ACM Operations Manual;
- j. Remove the ACM from the Ballot Box;
- k. Close the sliding cover of the Ballot Box and seal the same; and
- l. Seal the voter's receipt receptacle with tape. The SBEI shall affix their signatures on the tape, and require the watchers present to also affix their signatures.

The SBEI shall ensure that the election-related technical materials used by the SBEI are inside their corresponding holders.

II. On Succeeding Schedule of Feeding the Ballots to the ACM:

- a. The SBEI shall observe the procedures laid down in the ACM Operations Manual to open the ACM for feeding the ballots;
- b. Once the Status Report has been printed, detach the same and the SBEI members, including the watchers, if any, shall affix their signatures thereon;
- c. Compare the number of valid ballots cast in the Status Report with that recorded in Minutes of Voting and Counting (OFV No. 11-A);
- d. Place the Status Report inside the Envelope (CEF No. A18C, A18D) for submission to the SBRCG after each voting day for safekeeping;

- e. Accomplish the Minutes of Voting and Counting (OVF No. 11-A);
- f. Remove the tape from the ballot receipt receptacle to place therein the ballot receipt/s that shall be generated during the batch feeding;
- g. Feed to the ACM, one at a time, the ballots that correspond to the Ballot ID and follow the procedures provided above;
- h. For every ballot accepted and dropped by the ACM inside the ballot box, a corresponding VVPAT shall be printed;
- i. The SBEI shall retrieve the receipt from the thermal printer, fold the receipt without reading the contents thereof and place the same in the voter's receipt receptacle;
- j. After all ballots have been fed to the ACM for the scheduled feeding, properly shut down the ACM by following the ACM Operations Manual;
- k. Remove the ACM from the Ballot Box;
- l. Close the sliding cover of the Ballot Box and seal the same; and
- m. Seal the voter's receipt receptacle with tape. The SBEI shall affix their signatures on the tape, and require the watchers present to also affix their signatures.

The SBEI shall ensure that the election-related technical materials used by the SBEI are inside their corresponding holders.

III. At the End of Each Voting Week; Printing of Audit Logs:

On the following days, 20 & 27 April and 04 & 11 May 2025, before the ACM is shut down, the SBEIs shall print audit logs corresponding to the week of voting by following the procedures set forth in the ACM Operations Manual. This step is undertaken to avoid issues and complications which may be encountered in printing only one (1) audit log to cover the entire overseas voting period on the last day of voting (such as but not limited to insufficiency of thermal paper etc.).

These audit logs shall be placed in the corresponding envelopes (A18C, A18D), and shall be included with the final audit log.

III. On the Last Day of Voting:

- a. At 7:00 PM of 12 May 2025, Philippine time, voting shall be closed. The SBEI Chairperson shall close the voting by performing the procedures set forth in the ACM Operations Manual;

The audit log to be printed herein shall only correspond to the period covering the last day of overseas voting, 12 May 2025 (*not including the period for which previous audit logs were already printed*).

- b. Unless otherwise ordered by the Commission, the SBEI shall not stop or postpone the counting until it has been completed.

In case an ACM fails to count the vote or print the results, the IT capable SBEI member shall announce the error and undertake the necessary corrective measures. Should the IT capable SBEI member be unable to correct the error, he shall call on the ACM Technical Personnel for assistance. Such fact shall be noted in the Minutes of Voting and Counting (OVF No. 11-A).

- c. Collect the ERs and affix their signatures and thumbmarks and ask the watchers present to also affix their signatures on the printed ERs;
- d. Place each copy of ER in its corresponding envelope (CEF No. A17) and seal with a paper seal;
- e. The Chairperson of the SBEI shall publicly announce the result by reading the total number of votes received by each candidate and stating their corresponding offices;
- f. Shutdown the ACM by following the procedure in the ACM Operations Manual;
- g. After the ACM is shut down:
- vii. Place all reports, including the Initialization Report, VVPAT audit report, and Audit Logs in the corresponding envelope (A18C, A18D);
 - viii. Record the serial number of the seals in the Minutes of Voting and Counting (OVF No. 11-A);
 - ix. Collect the election-related technical materials from the SBEI members;
 - x. Place the envelopes inside the Receptacle Box/Ballot Box;
 - xi. Place the ACM and its peripherals accordingly in the ACM box; and
 - xii. Close the ACM box with the sealing sticker provided for the purpose.

The Poll Clerk shall announce the posting of a copy of the ER for national positions on a wall within the premises of the polling place which must be sufficiently lighted and accessible to the public, and proceed to post such copies.

After forty-eight (48) hours following the posting, the Chairperson of the SBEI shall detach the posted printed copy on the wall and keep the same in their custody to be produced as may be requested by any voter for image or data capturing or for any lawful purpose as may be ordered by competent authority.

ARTICLE XIV

CLOSE VOTING AND TRANSMISSION OF ELECTION RESULTS

Sec. 69. Close Voting and Transmission of Election Results Procedures. – After generating all the ERs, the SBEI shall refer to the ACM Operations Manual for the procedures on close voting and transmission of election results.

Sec. 70. Submission of Results. – Immediately upon the completion of the counting, the SBEI shall transmit the results to the SBOC. If the ACM fails to transmit the results, the ACM Technical Personnel shall contact the OFOV Support Center for troubleshooting.

If the ACM still fails to transmit the same even after conducting troubleshooting, the SBEI shall indicate such fact in the Minutes of Voting and Counting (OVF No. 11-A). In which case, the SBEI shall inform the OFOV of such fact, with a request to undertake the personal delivery the results to the SBOC, which shall be subject to the approval of the OFOV Commissioner-in-Charge.

ARTICLE XV

POST-COUNTING PROCEDURES AND DISPOSITION OF DOCUMENTS

Sec. 71. Post-Counting Procedures. – After generating all the ERs the SBEI shall:

- a. Sign all ERs;
- b. Place ERs in the corresponding envelopes (CEF No. A17) and seal the same with paper seals;
- c. For Posts using ACM – OMR:
 - i. Seal the ballot boxes and indicate on top of each ballot box the number of ballots contained therein;
 - ii. Retrieve from the Ballot Receptacle all remaining mailing packets with Official ballots and accomplish the Minutes of Voting and Counting (OVF No. 11-A);
 - iii. Tear the unused ballots in two, in the presence of the other members of SBEI and watchers, if any, and accomplish the Minutes of Voting and Counting (OVF No. 11-A);
 - iv. Place one half of the torn ballots inside the Envelope and the other half in another Envelope (CEF No. A16);
 - v. Seal both envelopes with paper seals. These shall remain sealed unless the Commission orders otherwise; and
 - vi. Require the Third Member to accomplish the Minutes of Voting and Counting (OVF No. 11-A) and place the same in corresponding envelopes. Seal the envelope containing the Minutes of Voting and Counting (copy for the ballot box) and the Minutes of Voting and Counting (copy for the Commission);
- d. For Posts using ACM – DRE:

- i. Seal the receptacle box accordingly;
- ii. Indicate on top of each receptacle box the name of Post, Country, and no. of receptacle box (e.g. 1 of 1 or 2 of 3);
- iii. Seal corresponding envelopes with paper seals. These shall remain sealed unless the Commission orders otherwise; and
- iv. Require the Third Member to accomplish the Minutes of Voting and Counting (OVF No. 11-A) and place the same in corresponding envelopes. Seal the envelope containing the Minutes of Voting and Counting (copy for the ballot box/receptacle box) and the Minutes of Voting and Counting (copy for the Commission);
- v. Place the corresponding reports and sealed envelopes in the designated receptacle box; and
- vi. Seal the receptacle box with packing tape and affix signatures.

Sec. 72. Disposition of Election Returns. - After printing the election returns (ERs), the SBEI shall sign and affix their thumb marks in the certification portion of all copies of the ERs. Thereafter, the SBEI shall post one (1) copy of the ERs in a conspicuous place inside the polling place. The SBEI shall individually fold the ERs. The first nine (9) copies of the ERs shall be sealed with serially numbered paper seals and placed in their respective envelopes. All envelopes containing the ERs shall be sealed with serially numbered paper seals.

The SBEI shall also affix their signatures on the paper seals and envelopes on the space provided. The watchers present shall likewise affix their signatures, giving preference to the dominant majority and minority parties and Accredited Citizens' arm.

The copies of the election returns contained in each corresponding envelope shall be distributed as follows:

- a. The first copy, for the SBOC;
- b. The second copy, for the Commission, through the Election Records and Statistics Department;
- c. The third copy, for the Parish Pastoral Council for Responsible Voting (PPCRV);
- d. The fourth copy, for the National Citizens' Movement for Free Elections (NAMFREL);
- e. The fifth copy, for the dominant majority party as determined by the Commission in accordance with law;
- f. The sixth copy, for the dominant minority party as determined by the Commission in accordance with law;

- g. The seventh copy, for the receptacle box;
- h. The eighth copy, for posting;
- i. The ninth copy, for the SBEI;
- j. The tenth to nineteenth copies, to ten (10) accredited major national parties, excluding the dominant majority and minority parties, in accordance with a voluntary agreement among them. If no such agreement is reached, the Commission shall decide which parties shall receive the copies on the basis of the criteria provided in Section 261 of Republic Act No. 7166;
- k. The twentieth to twenty first copies, to two (2) accredited major local parties in accordance with a voluntary agreement among them. If no such agreement is reached, the Commission shall decide which parties shall receive the copies on the basis of the criteria analogous to that provided in Section 26 of Republic Act No. 7166;
- l. The twenty second to twenty fifth copies, to four (4) national broadcast or print media entities as may be equitably determined by the Commission in view of propagating the copies to the widest extent possible;
- m. The twenty sixth to twenty seventh copies, to two (2) local broadcast or print media entities as may be equitably determined by the Commission in view of propagating the copies to the widest extent possible;
- n. The twenty eighth to thirtieth copies, to three (3) major citizens' arms, not including the accredited citizens' arm, and other non-partisan groups or organization enlisted by the Commission pursuant to Section 52(k) of Batas Pambansa Blg. 88 I. Such citizens' arm, groups and organization may use the three (3) certified copies of election returns for the conduct of citizens' quick counts at the local or national levels; and
- o. The thirty first copy, to the OFOV.

PART IV OTHER MISCELLANEOUS PROVISIONS

ARTICLE XVI HEALTH AND SAFETY PROTOCOLS FOR OVERSEAS VOTING

Sec. 73. Health and Safety Protocols to be Observed in Overseas Voting. – For overseas voting, the Posts abroad shall follow the health and safety protocols imposed by their respective host countries.

ARTICLE XVII
REGULATION ON CAMPAIGNING ABROAD

Sec. 74. Regulation on Campaigning Abroad. The use of campaign materials, as well as the limits on campaign spending shall be governed by the laws, and regulations applicable in the Philippines, and subject to the limitations imposed by laws of the host country, if applicable.

Personal campaigning of candidates must comply with both the applicable laws of the host country and the regulations established by the Commission.

All forms of campaigning within the polling place and the premises of the Posts within the thirty (30) day voting period shall be prohibited.

Sec. 75. Specific Rules on Campaigning. - The following rules shall apply during the campaign period, including the day of the election:

- a. The "port courtesies" that embassies, consulates and other foreign service establishments may extend to candidates shall not go beyond welcoming them at the airport and providing them with briefing materials about the host country, and shall at all times be subject to the availability of the personnel and funding for these activities;
- b. The embassies, consulates and other foreign service establishments shall continue to assist candidates engaged in official Philippine government activities at the host country and in making the representations with the host government;
- c. Members of the foreign service corps may attend public social/civil/ religious affairs where candidates may also be present, provided that these officers and employees do not take part in the solicitation of votes and do not express public support for candidates.
- d. While nothing in the Overseas Voting Act of 2013 shall be deemed to prohibit free discussion regarding politics or candidates for public office, members of the foreign service corps cannot publicly endorse any candidate or political party nor take part in activities involving such public endorsement;
- e. No partisan political activity shall be allowed within the premises of the embassy, consulate and other foreign service establishment.
- f. Government-sponsored or permitted information dissemination activities shall be strictly non-partisan and cannot be conducted where a candidate is present.
- g. A member of the foreign service corps cannot be asked to directly organize any meeting in behalf of a party or candidate, or assist in organizing or act as liaison in organizing any such meeting. The prohibition shall apply to all meetings – social, civic, religious meetings – where a candidate will be present.

ARTICLE XVIII
HONORARIA

Sec. 76. Who are Entitled to a Grant of Honoraria. – The following are entitled to receive their honoraria:

- a. Members of the SBEI;
- b. Members of the SBRCG;
- c. ACM Technical Personnel;
- d. Support Staff; and
- e. Substitutes/ Alternates of the SBEI or SBRCG.

Sec. 77. General Requirements for the Grant of Honoraria. – All the foregoing personnel who have rendered actual service for overseas voting during the election period shall be entitled to the grant of honoraria, provided that:

- a. For members comprising SBRCGs and SBEIs, they were constituted, deputized and appointed by the Commission and/or the Heads of Posts, in accordance with this Resolution;
- d. They rendered a minimum of thirty (30) day continuous service as part of the SBRCG or SBEI, during the voting period. If they failed to complete thirty (30) days of service, they shall be entitled only to a proportionate amount of the honoraria, based on the number of days actually served;

For substitute or alternate members of the SBRCG or the SBEI, they are only entitled to a proportionate amount of the honoraria, based on the number of days they actually served; and

In the case of substitute or alternate members of the SBRCG or the SBEI, they must indicate the SBRCG/SBEI member that they substituted/alternated for, corresponding to the days they actually served. Failure to indicate the same shall be a ground for non-payment of the honoraria of the substitute or alternate member.

Sec. 78. Schedule of Honoraria. – The amount of honoraria to be granted to the foregoing shall be based on the following table:

Description	Amount
For each member of the SBRCGs:	
For Personal Voting Posts	800 USD
For Postal and Mixed Voting Posts	1,000 USD
For each member of the SBEIs (whether Personal, Postal, or Mixed Voting Posts):	
Where the voter turnout is from 1 to 4,000	800 USD
Where the voter turnout is from 4,001 to 15,000	1,000 USD
Where the voter turnout is from 15,001 to 20,000	1,200 USD

Where the voter turnout is from 20,001 to 25,000	1,400 USD
Where the voter turnout is from 25,001 to 30,000	1,600 USD
Support Staff	300 USD
ACM Technical Personnel	600 USD

Additional Honoraria shall be granted to SBEIs based on the number of countries under their jurisdiction, due to the additional functions to be performed per country (e.g., opening and closing of elections, generation and printing of all election reports), based on the following table:

Description	Amount
For each member of the SBEI:	
Where the number of countries under Post's jurisdiction is 6-10	50 USD
Where the number of countries under Post's jurisdiction is 11 or higher	100 USD

The amount of honoraria indicated herein, may be subject to the imposition of taxes, depending on the personal circumstances of the person who served as such.

Sec. 79. Prohibition on Multiple Honoraria/Compensation. – Any person serving in dual or multiple capacities as a member of the SBRCG, SBEI, SBOC or as their substitutes, alternates, or ACM Technical Personnel, shall only be entitled to one (1) honorarium, based on the highest amount applicable to the roles served.

Sec. 80. Project Term Personnel; Not Entitled to Honoraria. – Any person hired as project term personnel who also serves as a member of the SBRC, SBEI, SBOC or as their substitutes, alternates, ACM Technical Personnel, or Support Staff shall not be entitled to any honorarium, in consideration of the compensation that they received as project term personnel.

ARTICLE XIX ELECTION OFFENSES / PROHIBITED ACTS

Sec. 81. Under Sec. 261 of B.P. 881. – All election offenses/prohibited acts set forth under Sec. 261 of B.P. 881 shall also be applicable to overseas voting.

Sec. 82. Under the Overseas Voting Act of 2013 and other pertinent provisions of the Omnibus Election Code that suppletorily apply to the conduct of overseas voting, following acts are declared unlawful and considered as elections offenses:

- a. For any officer or employee of the Philippine government to influence or attempt to influence any person covered by the Overseas Voting Act of 2013 to vote, or not to vote, for a particular candidate. Nothing in this Act shall be deemed to prohibit free discussion regarding politics or candidates for public office;
- b. For any person to:
 - i. Deprive another of any rights secured in the Overseas Voting Act of 2013;

- ii. Give false information as to one's name, address, or period of residence for the purposes of establishing the eligibility or ineligibility to register or vote under the Overseas Voting Act of 2013;
- iii. Conspire with another person for the purpose of encouraging the giving of false information in order to establish the eligibility or ineligibility of any individual to register or vote under the Overseas Voting Act of 2013;
- iv. Pay, or offer to pay, or to accept payment either for application for registration, or for voting;
- c. For any person to steal, conceal, alter, destroy, mutilate, manipulate, or in any way, tamper with the mail containing the ballots for overseas voters, the ballot, the ERs, or any record, document or paper required for purposes of the Overseas Voting Act of 2013;
- d. For any deputized agent to refuse without justifiable ground, to serve or continue serving, or to comply with one's sworn duties after acceptance of the deputization;
- e. For any public officer or employee or accredited or deputized organization or association to cause the preparation, printing, distribution or posting of information or material, without the prior approval of the Commission;
- f. For any public officer or employee to cause the transfer, promotion, extension, recall of any member of the Foreign Service Corps, including members of attached agencies, or otherwise cause the movement of any such member from the current post or position one (1) year before and three (3) months after the day of elections, without securing the prior approval of the Commission;
- g. For any person who, after being deputized by the Commission to undertake activities in connection with the implementation of the Overseas Voting Act of 2013 shall campaign for or assist, in whatever manner, candidates in the elections;
- h. For any person who solicits votes or undertakes any propaganda during the thirty (30)-day overseas voting period, for or against any candidates or any political party, within the polling place or within a radius of thirty (30) meters thereof;
- i. For any person who is not a citizen of the Philippines to participate, by word or deed, directly or indirectly through qualified organization/associations, in any manner and at any stage of the Philippines political process abroad, including participation in the campaign and elections.

The provision of existing laws to the contrary, notwithstanding and with due regard to the Principle of Double Criminality, the prohibited acts described in this section are electoral offenses and shall be punishable in the Philippines.

Sec. 83. Under R.A. No. 9369. -

- a. Any person who removes the COC posted on the wall, whether within or after the prescribed forty-eight (48) hours of posting, or defaces the same in any manner;
- b. Any person or member of the board of election inspectors or board of canvassers who tampers, increases or decreases the votes received by a candidate in any election or any member of the board who refuses, after proper verification and hearing, to credit the correct votes or deduct such tampered votes: provided, however, that when the tampering, increase or decrease of votes are perpetrated on a large scale or in substantial numbers, the same shall be considered, not as an ordinary election offense under Section 261 and/or 262 of the Omnibus Election Code, but a special election offense to be known as electoral sabotage and the penalty to be imposed shall be life imprisonment.

Sec. 84. Electoral Sabotage. - The act or offense committed in any of the following instances shall fall under the category of electoral sabotage:

- a. When the tampering, increase and/or decrease of votes perpetrated or the refusal to credit the correct votes or to deduct tampered votes, is/are committed in the election of a national elective office which is voted upon nationwide and the tampering, increase and/or decrease votes, refusal to credit the correct votes or to deduct tampered votes, shall adversely affect the results of the election to the said national office to the extent that losing candidate/s is/are made to appear the winner/s;
- b. Regardless of the elective office involved, when the tampering, increase and/or decrease of votes committed or the refusal to credit the correct votes or to deduct tampered votes perpetrated, is accomplished in a single election document or in the transposition of the figures/results from one election document to another and involved in the said tampering increase and/or decrease or refusal to credit correct votes or deduct tampered votes exceed five thousand (5,000) votes, and that the same adversely affects the true results of the election; and
- c. Any and all other forms or tampering increase/s and/or decrease/s of votes perpetuated or in cases of refusal to credit the correct votes or deduct the tampered votes, where the total votes involved exceed ten thousand (10,000) votes.

Any and all other persons or individuals determined to be in conspiracy or in connivance with the members of the SBEIs or SBOCs involved, shall be meted the same penalty of life imprisonment.

Sec. 85. Penalties. - Any person found guilty of committing any of the prohibited acts enumerated in the immediately preceding Sections shall be punished with imprisonment of not less than one (1) year but not more than six (6) years and shall not be subject to probation. In addition, the guilty party shall be sentenced to suffer disqualification to hold public office and deprivation of the right of suffrage.

The penalty of *prison mayor* in its minimum period shall be imposed upon any person found guilty of tampering with the ballot, the mail containing the ballots for overseas voters, the overseas voting ERs, including the destruction, mutilation and manipulation thereof, without the benefit of the operation of the Indeterminate Sentence Law. If the offender is a public officer or a candidate, the penalty shall be *prison mayor* in its maximum period. In addition, the offender shall be sentenced to suffer perpetual disqualification to hold public office and deprivation of his/her right to vote.

When the tampering, increase or decrease of votes or the refusal to credit the correct votes and/or to deduct tampered votes are perpetrated on a large scale or in substantial numbers, the same shall be considered, not as an ordinary election offense under Sections 261 and/or 262 of the Omnibus Election Code, but a special election offense to be known as electoral sabotage and the penalty to be imposed shall be life imprisonment.

ARTICLE XX ROLE OF GOVERNMENT AGENCIES

Sec. 86. Assistance from Government Agencies. - All government offices, particularly the Department of Foreign Affairs, Department of Labor & Employment, Department of Transportation, Department of Information and Communications Technology, Department of Science and Technology - Advanced Science and Technology Institute, Bureau of Immigration, Bureau of Customs, Philippine Postal Corporation, Philippine Overseas Employment Administration, Overseas Worker's Welfare Administration, Commission on Filipinos Overseas, the Foreign Service Institute, the Social Security System and other government agencies concerned with the welfare of Filipino overseas shall, to the extent compatible with their primary responsibilities, assist and give the Commission the fullest support in the implementation of the Overseas Voting Act of 2013;

ARTICLE XXI CONCLUDING PROVISIONS

Sec. 87. Access to Official Records and Documents. - Subject to the pertinent provisions of the Overseas Voting Act of 2013, and this Resolution, any person shall have the right to access and/or copy at his/her expense Printed Computerized Voters' List (PCVLs) and other official records and documents, subject to payment of prescribed charges;

Sec. 88. Security Measures to Safeguard the Secrecy and Sanctity of the Ballots. - To ensure transparency, all necessary and practicable measures shall be implemented to allow representatives of candidates, political parties, accredited citizens' arms, and non-government organizations to observe and prevent any potential fraud or coercion, thereby ensuring free, honest, orderly peaceful and credible elections;

Sec. 89. Applicability of other Election Laws. - The pertinent provisions of the Omnibus Election Code, as amended and other election laws, which are not in conflict with the provisions of the Overseas Voting Act of 2013, shall remain in full force, and shall have suppletory application to this Resolution;

Sec. 90. Enforcement and Administration by the Commission. – The Commission, for the purpose of ensuring honest, orderly, peaceful and free elections abroad, shall have exclusive charge of the enforcement, administration and implementation of the Overseas Voting Act of 2013;

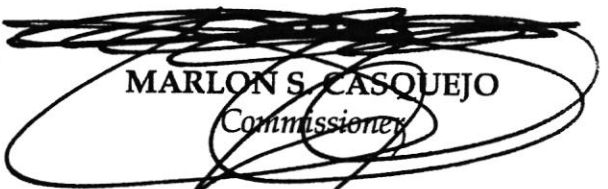
Sec. 91. Dissemination. The Education and Information Department shall cause the publication of this Resolution in two (2) daily newspapers of general circulation in the Philippines, and furnish the Department of Foreign Affairs, Department of Labor & Employment, Department of Transportation, Department of Information and Communications Technology, Department of Science and Technology - Advanced Science and Technology Institute, Bureau of Immigration, Bureau of Customs, Philippine Postal Corporation, Philippine Overseas Employment Administration, Overseas Worker's Welfare Administration, Commission on Filipinos Overseas, the Foreign Service Institute, the Social Security System and other government agencies concerned with the welfare of Filipino overseas;

Sec. 92. Effectivity. – These General Instructions shall take effect seven (7) days after publication in two (2) newspapers of general circulation in the Philippines.

SO ORDERED.


GEORGE ERWIN M. GARCIA
E000048499
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, November 13, 2024.


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.



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

Post

Notice of Final Testing and Sealing

Date: _____

TO ALL INTERESTED PARTIES:

Please be notified that the Philippine Embassy/Consulate/MECO in _____ will conduct the **Final Testing and Sealing** of _____ to be used for overseas voting on:

Date:	
Time:	
Venue:	

Head of Post
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

ELECTION RETURNS FOR FINAL TESTING AND SEALING

INSTRUCTIONS:

(A) HOW TO TALLY THE VOTES:

(1) Record in the proper square or box the vote for each candidate by a vertical line except every fifth vote for the same candidate which shall be recorded by a diagonal line crossing the four previous vertical lines.

(2) After the ten (10) Test Ballots shall have been read and tallied, determine the total number of votes recorded for each of the National and Local elective positions and note down the sum on the next unfilled square or box.

(3) Close the entry of the votes for each candidate with the signature of any member of the Board present on the total.

(B) MAKE SURE THAT ALL ENTRIES ARE CORRECT. See to it that the number of votes in taras tallies with that in figures for the same candidate. All the members of the Board shall certify to the correctness of the entry by affixing their signatures and thumbmarks on the last page of this Election Returns for National and Local position. The members of the Board, including the watchers, shall affix their initials on each page of this Election Returns.

(C) RECORD AND INITIAL EVERY ALTERATION/CORRECTION. All alterations/corrections shall be initialed by all members of the Board and it shall be recorded in the Minutes of Voting and Counting for Final Testing and Sealing (OVF No. 11-F).

PLACE THIS ELECTION RETURNS inside the corresponding envelope (A17-FTS) and store the same inside the ballot box. After accomplishing this form and certifying to the correctness of the entries thereon, the Election Returns shall not be changed or destroyed but deposited in the ballot box.

Region: _____ Clustered Precinct No.: _____

Post: _____ Number of Test Ballots Received: _____

Country/Jurisdiction: _____ Number of Test Ballots Used: _____

Name of Candidates	Votes Obtained		Name of Candidates	Votes Obtained	
NATIONAL POSITION:				Tally	Total
SENATORS	Tally	Total	32.		
1.			33.		
2.			34.		
3.			35.		
4.			36.		
5.			37.		
6.			38.		
7.			39.		
8.			40.		
9.			41.		
10.			42.		
11.			43.		
12.			44.		
13.			45.		
14.			46.		
15.			47.		
16.			48.		
17.			49.		
18.			50.		
19.	PARTY-LIST REPRESENTATIVES				
20.			1.		
21.			2.		
22.			3.		
23.			4.		

24.				5.			
25.				6.			
26.				7.			
27.				8.			
28.				9.			
29.				10.			
30.				11.			
31.				12.			

Name of Candidates	Votes Obtained		Name of Candidates	Votes Obtained	
	Tally	Total		Tally	Total
PARTY-LIST REPRESENTATIVES					
13.			76.		
14.			77.		
15.			78.		
16.			79.		
17.			80.		
18.			81.		
19.			82.		
20.			83.		
21.			84.		
22.			85.		
23.			86.		
24.			87.		
25.			88.		
26.			89.		
27.			90.		
28.			91.		
29.			92.		
30.			93.		
31.			94.		
32.			95.		
33.			96.		
34.			97.		
35.			98.		
36.			99.		
37.			100.		
38.			101.		
39.			102.		
40.			103.		
41.			104.		
42.			105.		
43.			106.		
44.			107.		
45.			108.		
46.			109.		
47.			110.		
48.			111.		
49.			112.		
50.			113.		
51.			114.		
52.			115.		
53.			116.		
54.			117.		
55.			118.		
56.			119.		
57.			120.		
58.			121.		
59.			122.		
60.			123.		
61.			124.		
62.			125.		
63.			126.		
64.			127.		
65.			128.		
66.			129.		
67.			130.		
68.			131.		
69.			132.		
70.			133.		
71.			134.		
72.			135.		
73.			136.		
74.			137.		
75.			138.		

Name of Candidates	Votes Obtained		Name of Candidates	Votes Obtained	
	Tally	Total		Tally	Total
PARTY-LIST REPRESENTATIVES					
139.			152.		
140.			153.		
141.			154.		
142.			155.		
143.			156.		
144.			157.		
145.			158.		
146.			159.		
147.			160.		
148.			161.		
149.			162.		
150.			163.		
151.			164.		

We HEREBY CERTIFY that the record of votes tallied in this set of the ELECTION RETURNS consisting of _____ pages prepared by the Third Member during the counting of votes, is true and correct.

CHAIRPERSON
(Signature Over Printed Name)

Right Thumbmark

POLL CLERK
(Signature Over Printed Name)

Right Thumbmark

THIRD MEMBER
(Signature Over Printed Name)

Right Thumbmark

**TO BE DEPOSITED INSIDE THE
 BALLOT BOX**



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

INSTRUCTIONS: PREPARE IN DUPLICATE. The **original copy** shall be kept by the appointee and the **second copy** shall be given to/ kept by the SBRCG.

**APPOINTMENT OF CHAIRPERSON/POLL CLERK/MEMBER/SUBSTITUTE/SUPPORT STAFF/
TECHNICAL PERSONNEL**

**Special Board of Election Inspectors (SBEI)
Special Ballot Reception & Custody Group (SBRCG)**

Embassy/Post/Consulate/Country

Date: _____
Name: _____
Address: _____

SIR/MADAM:

You are hereby appointed as _____ of the Special Board of Election Inspectors (SBEI)/Special Ballot and Reception and Custody Group (SBRCG). However, this appointment will be automatically cancelled and considered null and void if you are related within the fourth civil degree of consanguinity or affinity to any member of the same SBEI/SBRCG or to any of the candidates for Senator, and to any of the nominees for the party-list system of representation. In such case, you shall not assume the duties of the office and shall immediately return this appointment to the Head/Member of the SBRCG. Continuation in the office notwithstanding this prohibition shall be punished in accordance with law.

Head of Post/Authorized Representative
(Signature Over Printed Name)

OATH

I do solemnly swear that I will faithfully perform the duties of _____ of the SBEI/SBRCG of the Philippine Embassy/Consulate in _____ to the best of my knowledge and ability, without favoring any person, candidate, political party or group; that I will support and defend the Constitution of the Republic of the Philippines; that I will maintain true faith and allegiance to the same; that I will obey the laws and legal orders promulgated by duly constituted authorities; and that I voluntarily impose upon myself this obligation without mental reservation or purpose of evasion. I am also not related within the fourth civil degree of consanguinity or affinity to any member of the same SBEI/SBRCG or to any of the candidates for Senator, and to any of the nominees for the party-list system of representation.

**SBEI/SBRCG Chairperson/Poll Clerk/Member/Substitute/
Support Staff/Technical Personnel**
(Signature Over Printed Name)

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2025 in _____.

Head of Post/Administering Officer
(Signature Over Printed Name)

VOTING PRIVILEGE

I would like to manifest my intent to avail of the voting privilege for government employees abroad who are members of the electoral board. Below are my details:

Last Name: _____
Middle Name: _____
First Name: _____
Date of Birth: _____

Registered as Voter in (if registered in the Philippines):

City/Municipality: _____
Province: _____

Registered as Voter in (if registered abroad):

Country: _____
Post: _____

I allow the OFOV to verify my voter registration status, so that I can vote in my assigned Post this 2025 National Elections.

**SBEI/SBRCG Chairperson/Poll Clerk/Member/Substitute/
Support Staff/Technical Personnel**
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS
2025 NATIONAL ELECTIONS
OVERSEAS VOTING

Date: _____

SECURITY UNDERTAKING

I, _____, of legal age, residing at _____, and an employee of _____ /a Filipino Citizen assigned at _____ and
(Indicate Government Agency) *(Indicate Post)*
 appointed as _____ of the COMELEC, hereby undertake and declare that:
(Indicate whether SBRCG/SBEI/SBOC Chairperson/Member/Substitute/Support Staff/Technical Personnel/CCS Operator and RCG)

1. I have read and understood COMELEC Minute Resolution No. 17-0607 and/or the Office for Overseas Voting (OFOV) Systems and Data Policy, in relation to Republic Act No. 10173, otherwise known as the “Data Privacy Act of 2012,” as well as its Implementing Rules and Regulations (IRR), and all other rules, regulations, and issuances relating to the protection of personal data;
2. I support the aforesaid policy in protecting the people’s fundamental right to privacy of communication, while ensuring the free flow of information to promote innovation and growth;
3. I am aware that my duty as _____ involves the processing of
(Indicate whether SBRCG/SBEI/SBOC Chairperson/Member/Substitute/Support Staff/Technical Personnel/CCS Operator and RCG)
 personal information, and in such capacity, I shall ensure adherence to COMELEC Minute Resolution No.17-0607 and/or the Office for Overseas Voting (OFOV) Systems and Data Policy, in relation to Republic Act No. 10173, otherwise known as the “Data Privacy Act of 2012,” as well as its Implementing Rules and Regulations (IRR), and all other rules, regulations, and issuances relating to the protection of personal data;
4. In situations covered by COMELEC Minute Resolution No. 17-0607 and/or the Office for Overseas Voting (OFOV) Systems and Data Policy, where I may be required by the nature and circumstance of my position, I shall:
 - a. Adhere to all General Data Privacy Principles which said policy dictates;
 - b. Process lawful information in accordance with the criteria defined therein; and
 - c. Afford data subjects their full right.
5. I fully understand that processing of personal information includes any operation or any set of operations performed upon personal information including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, and consolidation.

(Signature Over Printed Name)

AUTHENTICATION

I do hereby certify that _____ whose name appears on the SECURITY UNDERTAKING above, is the same person who signed the said undertaking, and I further certify that I am familiar with the handwriting and believe that the signature affixed to the said SECURITY UNDERTAKING is genuine.

IN WITNESS HEREOF, I have here unto set my hand, this _____ day of _____ 2025, in _____.

Head of Post/Authorized Representative
(Signature Over Printed Name)

SECURITY CLEARANCE

ADMINISTRATIVE INFORMATION (To be completed by Data Privacy Officer)	
<input type="checkbox"/> New Clearance <input type="checkbox"/> Deactivation Clearance <input type="checkbox"/> SBEI CHAIRPERSON <input type="checkbox"/> SBEI POLL CLERK <input type="checkbox"/> SBEI THIRD MEMBER <input type="checkbox"/> SBRCG CHAIRPERSON <input type="checkbox"/> SBRCG MEMBER <input type="checkbox"/> SBOC CHAIRPERSON <input type="checkbox"/> SBOC VICE - CHAIRPERSON	<input type="checkbox"/> Upgrade Clearance <input type="checkbox"/> Supplemental Clearance <input type="checkbox"/> SBOC THIRD MEMBER-SECRETARY <input type="checkbox"/> CCS OPERATOR <input type="checkbox"/> TECHNICAL PERSONNEL <input type="checkbox"/> SUPPORT STAFF <input type="checkbox"/> RCG MEMBER <input type="checkbox"/> SUBSTITUTE
_____ Date	Executive Director <i>Data Protection Officer (DPO)</i>

(To be accomplished in two (2) original copies)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
 OVERSEAS VOTING**

CERTIFICATION OF ATTESTATION UNDER OATH BY ASSISTOR

I, _____, of legal age, a resident of
 (Name of Assistor)

_____, whose name and signature appear below, hereby bind myself
 and declare under oath:

1. That I assisted _____, a registered overseas voter, during the voting period;
2. That I am a:
 - relative of the said voter within the fourth civil degree of consanguinity or affinity;
 - member of the same household; or
 - member of the SBEI.
3. That the said voter is physically unable to accomplish the digital ballot;
4. That I accomplished the digital ballot intended to the voter, in accordance with the instruction and in the presence of the latter; and
5. That I did not reveal the contents thereof to any other person except to the voter I am assisting.

Assistor
 (Signature Over Printed Name)

Subscribed and sworn to before me this _____ day of _____ 2025.

Chairperson/Poll Clerk/Third Member
 (Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
 OVERSEAS VOTING**

_____ **Post** _____

REQUEST TO CONDUCT OVERSEAS FIELD VOTING

Date: _____

The Philippine Embassy/Consulate/MECO/POLO in _____ respectfully requests for the conduct of field voting activity in _____ on _____ considering that an estimated number of about _____ registered overseas Filipinos reside therein. Upon approval, schedules on the said field voting will be widely disseminated and its conduct will benefit Filipinos under the jurisdiction of Post. In case the said field voting activity cannot be conducted on the said date, it shall be conducted on _____.

Having secured necessary permission from _____ (as the relevant government office of the country/location where the field voting activity will be conducted), the conduct of the said field voting activity in _____ will not compromise the security, integrity and sanctity of the voting process, including the use of Automated Counting Machine (ACM) / Online Voting and Counting System (OVCS) and related equipment and paraphernalia for overseas voting. Furthermore, the conduct of the overseas field voting would be with the least expense to the Commission on Elections, the proposed budget of which is as follows:

BUDGETARY REQUIREMENTS		
DSA (USD)	Airfare (USD)	Total (USD)

_____ **Head of Post**
 (Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

Post

REQUEST TO CONDUCT OVERSEAS MOBILE VOTING

Date: _____

The Philippine Embassy/Consulate/MECO/POLO in _____ respectfully requests for the conduct of mobile voting activity in _____ on _____, as the same will be undertaken as part of Post's mobile consular and outreach activities, considering that an estimate number of about _____ Filipino registered overseas voters reside therein. Upon approval, schedules on the said mobile voting will be widely disseminated and its conduct will benefit Filipinos under the jurisdiction of the Post. In case the mobile voting cannot be conducted on the said date, it shall be conducted on _____.

Having secured necessary permission from _____ as the relevant government office of the country/location where the mobile voting activity will be conducted, the conduct of mobile voting activity in _____ will not compromise the security, integrity and sanctity of the voting process, including the use of Automated Counting Machine (ACM) / Online Voting and Counting System (OVCS) and related equipment and paraphernalia for overseas voting. Furthermore, the conduct of the overseas mobile voting activity would be without any expense for the Commission on Elections.

Head of Post
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

MINUTES OF VOTING AND COUNTING FOR AES VOTING POSTS

SBEI No.	Embassy/Consulate	Country

INSTRUCTIONS:

1. Prepare separately in two (2) copies, one copy for the Commission, and another copy for the Ballot Box.
2. The Minutes shall be accomplished by the Poll Clerk and shall be certified as true and correct in the last page by all SBEI members.
3. Accomplish the Minutes by filling the blanks as soon as the acts occur or the data referred to become available. Do not wait until the end of the voting period to start preparing the Minutes.
4. Do not leave any blank unfilled. If the answer to an item is none or zero, write "NONE". Use extra sheets of paper if additional writing space is needed. If the instruction is not applicable, write "N/A".
5. At the end of the voting period, place each copy of the Minutes in the special envelope provided for the purpose, and distribute in accordance with instructions.

COPY FOR THE BALLOT BOX

OVF No. 11-A

PART V. INCIDENTS AND IRREGULARITIES

(State here any incident and irregularity noted before or during the counting of votes that the SBEI believes should be reported. Use additional sheet, to be signed by all members of the SBEI, if the space below is not enough)

PART VI. RECORD OF WATCHERS PRESENT

(Use additional sheet, to be signed by all members of the SBEI, if the space below is not enough)

Printed Name of Watcher	Signature of Watcher	Candidate/Party Represented	Date & Time Arrived	Time Left	Remarks



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

MINUTES OF VOTING AND COUNTING FOR AES VOTING POSTS

SBEI No.	Embassy/Consulate	Country

INSTRUCTIONS:

- 1. Prepare separately in two (2) copies, one copy for the Commission, and another copy for the Ballot Box.*
- 2. The Minutes shall be accomplished by the Poll Clerk and shall be certified as true and correct in the last page by all SBEI members.*
- 3. Accomplish the Minutes by filling the blanks as soon as the acts occur or the data referred to become available. Do not wait until the end of the voting period to start preparing the Minutes.*
- 4. Do not leave any blank unfilled. If the answer to an item is none or zero, write "NONE". Use extra sheets of paper if additional writing space is needed. If the instruction is not applicable, write "N/A".*
- 5. At the end of the voting period, place each copy of the Minutes in the special envelope provided for the purpose, and distribute in accordance with instructions.*

COPY FOR THE COMMISSION

OVF No. 11-A

PART I. BEFORE THE START OF THE VOTING PERIOD

Particulars	Quantity	Serial Numbers	
		From	To
A. Pads of Ballots			
B. Ballots Received			
C. Paper Seals			
D. Security Seals for Ballot Box Slits			
E. Ballot Box Received			
F. Security Seals of Ballot Receptacle			

PART II. CASTING OF VOTES

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
A. Time Voting Started										
B. Time Voting Ended										
C. Before The Start of Each Voting Day										
C.1. Serial Nos. of Paper Seals										
C.2. Serial No. of Ballot Box										
D. Daily After End of Each Voting Day										
D.1. Serial Nos. of Ballots Used										
D.2. Serial Nos. of Spoiled Ballots, if any										
D.3. Serial Nos. of Security Seals on Slits of Ballot Box										
D.4. No. of voters who actually voted										
D.5. No. of seafarers who voted										
E. Serial No. of Additional Ballot Box Requested During the Voting Period, if any										

OVF No. 11-A

PART VII. RECORD OF PROTEST

(Use additional sheet, to be signed by all members of the SBEI, if the space below is not enough)

Name of Protestant	Irregularity Protested	Action by the Board

We hereby certify under our official oaths that the data set forth in this Minutes of Voting and Counting are true and correct.

Chairperson
(Signature Over Printed Name)

Poll Clerk
(Signature Over Printed Name)

Third Member
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

**MINUTES OF VOTING AND COUNTING FOR
FINAL TESTING AND SEALING**

SBEI No.	Embassy/Consulate	Country

INSTRUCTIONS:

1. Prepare separately in two (2) copies, one copy for the Commission and another for the Ballot Box.
2. The Minutes shall be accomplished by the Poll Clerk and shall be certified as true and correct in the last page by all SBEI members.
3. Accomplish the Minutes by filling the blanks as soon as the acts occur or the data referred to become available. Do not wait until the end of the voting period to start preparing the Minutes.
4. Do not leave any blank unfilled. If the answer to an item is none or zero, write "NONE". Use extra sheets of paper if additional writing space is needed. If the instruction is not applicable, write "N/A".
5. At the end of the voting period, place each copy of the Minutes in the special envelope provided for the purpose, and distribute in accordance with instructions.

COPY FOR THE BALLOT BOX

PART I. BEFORE THE START OF THE VOTING PERIOD

Particulars	Quantity	Serial Numbers	
		From	To
A. Pads of Ballots			
B. Ballots Received			
C. Paper Seals			
D. Security Seals for Ballot Box Slits			
E. Ballot Box Received			
F. Security Seals of Ballot Receptacle			

PART II. CASTING OF VOTES

	DATE OF FTS
A. Time Voting Started	
B. Time Voting Ended	

PART III. PRELIMINARIES TO COUNTING

a. Condition of Ballot Box	Quantity

PART IV. COUNTING OF VOTES

a. Time counting started: _____	b. Time counting ended: _____
Quantity	
c. Number of ballots read and counted	_____
d. Time and Date when Election Returns were signed and sealed	_____
e. Time and Date when Election Returns were sealed in envelope	_____

PART VII. RECORD OF PROTEST

(Use additional sheet, to be signed by all members of the SBEI, if the space below is not enough)

Name of Protestant	Irregularity Protested	Action by the Board

We hereby certify under our official oaths that the data set forth in this Minutes of Voting and Counting are true and correct.

Chairperson
(Signature Over Printed Name)

Poll Clerk
(Signature Over Printed Name)

Third Member
(Signature Over Printed Name)

OVF No. 11-F
(Copy for the Commission)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

***MINUTES OF VOTING AND COUNTING FOR
FINAL TESTING AND SEALING***

SBEI No.	Embassy/Consulate	Country

INSTRUCTIONS:

- 1. Prepare separately in two (2) copies, one copy for the Commission and another for the Ballot Box.*
- 2. The Minutes shall be accomplished by the Poll Clerk and shall be certified as true and correct in the last page by all SBEI members.*
- 3. Accomplish the Minutes by filling the blanks as soon as the acts occur or the data referred to become available. Do not wait until the end of the voting period to start preparing the Minutes.*
- 4. Do not leave any blank unfilled. If the answer to an item is none or zero, write "NONE". Use extra sheets of paper if additional writing space is needed. If the instruction is not applicable, write "N/A".*
- 5. At the end of the voting period, place each copy of the Minutes in the special envelope provided for the purpose, and distribute in accordance with instructions.*

COPY FOR THE COMMISSION

OVF No. 11-F

PART I. BEFORE THE START OF THE VOTING PERIOD

Particulars	Quantity	Serial Numbers	
		From	To
A. Pads of Ballots			
B. Ballots Received			
C. Paper Seals			
D. Security Seals for Ballot Box Slits			
E. Ballot Box Received			
F. Security Seals of Ballot Receptacle			

PART II. CASTING OF VOTES

	DATE OF FTS
A. Time Voting Started	
B. Time Voting Ended	

PART III. PRELIMINARIES TO COUNTING

a. Condition of Ballot Box	Quantity

PART IV. COUNTING OF VOTES

a. Time counting started: _____	b. Time counting ended: _____
Quantity	
c. Number of ballots read and counted	_____
d. Time and Date when Election Returns were signed and sealed	_____
e. Time and Date when Election Returns were sealed in envelope	_____

PART VII. RECORD OF PROTEST

(Use additional sheet, to be signed by all members of the SBEI, if the space below is not enough)

Name of Protestant	Irregularity Protested	Action by the Board

We hereby certify under our official oaths that the data set forth in this Minutes of Voting and Counting are true and correct.

Chairperson
(Signature Over Printed Name)

Poll Clerk
(Signature Over Printed Name)

Third Member
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

**CERTIFICATE OF RECEIPT OF FORMS AND SUPPLIES FOR VOTING BY THE
SPECIAL BOARD OF ELECTION INSPECTORS**

INSTRUCTIONS: PREPARE IN TWO (2) COPIES. The SBRCG shall enter herein the quantities and serial numbers of the forms and supplies for delivery to the SBEI. The **ORIGINAL** shall be retained by the SBRCG who shall in turn arrange the copies by SBEI Member and send to OFOV, Commission on Elections, Manila, by registered mail immediately after the election. The **SECOND COPY** shall be given to the SBEI concerned.

Date

SBEI No.

Embassy/Consulate

WE, THE MEMBERS OF THE SPECIAL BOARD OF ELECTION INSPECTORS (SBEI) CERTIFY that we received from the Special Ballot Reception and Custody Group (SBRCG), the following election forms and supplies:

OVF NO.	TITLE/DESCRIPTION	RATE OF DISTRIBUTION		QUANTITY RECEIVED	SERIAL NUMBER(S)	QUANTITY RETURNED	SERIAL NUMBER(S)
	Certified List of Overseas Voters	1	Set				
2-A	List of Voters with Voting Records	1	Set				
2-B	Certified List of Seafarer-Voters	1	Copy				
2-C	Template for List of Overseas Voters	1	Copy				
	Certified List of Candidates for Senators, and List of Parties, Sectoral Organizations or Coalitions Participating under the Party-List System	12	Sets				
	Official Ballots	1	Piece per Voter				
	Mailing Packets	1	Set per voter				
	Mailing Labels						
CEF No. 12	Paper seals	5	Pieces				
17-FTS	Envelope for Minutes of FTS/Counted FTS Ballots/FTS Reports/FTS Envelopes	1	Piece				
17	Envelopes for ERs	9	Piece				
16	Envelope for Torn Half of Unused Official Ballots, Other Half of Torn Unused Official Ballots and Official Ballots	3	Pieces				
18	Envelope for Minutes of Voting and Counting	1	Set of 2 pieces				
	Ballot Box Tape	8	Pieces				

Chairperson
(Signature Over Printed Name)

Poll Clerk
(Signature Over Printed Name)

Third Member
(Signature Over Printed Name)

Confirmation Receipt:

Time of receipt: _____

Member, SBRCG
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

**TEMPORARY APPOINTMENT OF CHAIRPERSON/
POLL CLERK/THIRD MEMBER OF SBEI/SBRCG**

*INSTRUCTIONS: Prepare in two (2) copies. **first copy** to be given to the temporary appointee, and the **second copy** to be submitted to/kept by the SBRCG after the meeting of the SBEI/SBRCG.*

_____ **SBEI/SBRCG No.**

_____ **Embassy/Post/Consulate/Country**

We hereby certify that as of _____ A.M./P.M. today, the Chairperson/Poll Clerk/Third Member/Member is absent, for which reason, we have temporarily appointed _____, a qualified overseas absentee voter from the post, to act as Chairperson/Poll Clerk/Third Member/Member of the Special Board of Election Inspectors (SBEI) No. _____/Special Ballot Reception and Custody Group of this voting place until the latter appears or the vacancy is filled.

The above-named appointee immediately assumed office upon taking an oath as required by law.

Chairperson/Poll Clerk
(Signature Over Printed Name)

Third Member/Member
(Signature Over Printed Name)

_____ 2025.
Date



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
 OVERSEAS VOTING**

**CERTIFICATE OF CHALLENGE OR PROTEST AND DECISION
 OF THE BOARD FOR VOTING**

INSTRUCTIONS: Prepare in three (3) copies. Give one (1) copy to the SBEI and one (1) copy to the individual against whom the challenge or protest is made. The challenger shall retain one (1) copy.

_____ **SBEI No.**

_____ **Embassy/Post/Consulate/Country**

We hereby certify that on _____, 2025 _____
 (Date) (Name of protestant)
 has challenged and/or filed a protest that _____

 _____ (State the ground/s for challenge/protest)

The Board, after considering the evidence presented to it, DECIDED as follows:

 _____ (State the decision of the Board)

Issued this _____ day of _____ 2025.

Chairperson
(Signature Over Printed Name)

Poll Clerk
(Signature Over Printed Name)

Third Member
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

RECORD OF CHALLENGE/PROTEST FOR VOTING

INSTRUCTIONS: Prepare in three (3) copies. Give one (1) copy to the SBEI and one (1) copy to the individual against whom the challenge or protest is made. The challenger shall retain one (1) copy.

_____ **SBEI No.**

_____ **Embassy/Post/Consulate/Country**

To the members of the SBEI:

I hereby make the following challenge/protest:

In witness whereof, I hereby affix my signature this _____ day of _____ 2025.

Challenger/Protester
(Signature Over Printed Name)

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2025.

Chairperson/Poll Clerk/Third Member
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
 OVERSEAS VOTING**

OATH OF VOTER CHALLENGED FOR ILLEGAL ACTS

INSTRUCTIONS: Attach this to the Minutes of Voting and Counting after recording thereon the facts of challenge.

_____ **SBEI No.**

_____ **Embassy/Post/Consulate/Country**

I _____, do solemnly swear (or affirm) that I have not received nor expect to receive, have not paid, offered or promised to pay, nor have contributed, offered or promised to contribute money or anything of value as consideration for my vote or for the vote of another; that I have not made or received any promise to influence the giving or withholding of any vote; that I have not made any bet; and that I am not directly or indirectly interested in any bet or wager depending upon the result of the election.

VOTER
(Signature Over Printed Name)

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2025.

Chairperson/Poll Clerk/ Third Member
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
 OVERSEAS VOTING**

OATH OF IDENTIFICATION OF WITNESS OF CHALLENGED VOTER

INSTRUCTIONS: Prepare in duplicate. Attach the **original copy** to the Minutes of Voting and Counting intended for the ballot box. Give the **duplicate copy** to the person making the challenge.

_____ **SBEI No.**

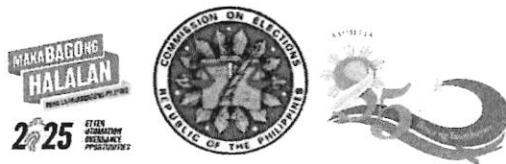
_____ **Embassy/Post/Consulate/Country**

The UNDERSIGNED/I, _____, of legal age, resident
 (Name of Witness)
 of _____ do solemnly swear that the voter registered under
 the name of _____ is personally known to the undersigned and that
 the voter is the same person who is now presenting to vote under the said name.

_____ **Witness**
 (Signature Over Printed Name)

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2025.

_____ **Chairperson/Poll Clerk/Third Member**
 (Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

OATH OF IDENTIFICATION OF CHALLENGED WATCHER

INSTRUCTIONS: Prepare in duplicate. Attach the **original copy** to the Minutes of Voting and Counting intended for the ballot box. Give the **duplicate copy** to the person making the challenge.

_____ **SBEI No.**

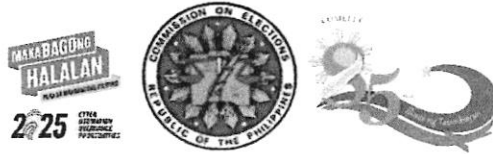
_____ **Embassy/Post/Consulate/Country**

The UNDERSIGNED/I, _____, duly designated
 (Name of watcher)
 official watcher of _____ in SBEI No. _____
 (State name of candidate or political party represented)
 of PE/PCG/POLO/MECO _____ do solemnly swear that I possess all the
 qualifications and none of the disqualification to be appointed as official watcher.

Watcher
 (Signature Over Printed Name)

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2025.

Chairperson/Poll Clerk/Third Member
 (Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

OATH OF AN SBEI MEMBER IDENTIFYING A VOTER

INSTRUCTIONS: Prepare in duplicate. Attach the **original copy** to the Minutes of Voting and Counting intended for the ballot box. Give the **duplicate copy** to the person making the challenge.

_____ **SBEI No.**

_____ **Embassy/Post/Consulate/Country**

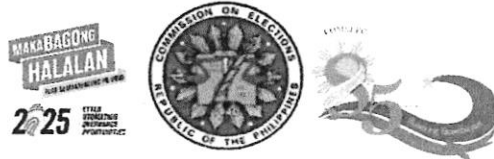
The UNDERSIGNED/I, _____, Chairperson/
(Name of SBEI)

Member of SBEI No. _____ of PE/PCG/POLO/MECO _____ do
solemnly swear that the voter registered under the name of
_____ is personally known to the undersigned and that the
voter is the same person who is now presenting to vote under said name.

(Signature Over Printed Name of SBEI Chairperson/
Poll Clerk/Third Member identifying a voter)

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2025.

Chairperson/Poll Clerk/Third Member
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

OATH OF WITNESS ON CERTAIN ILLEGAL ACTS OF CHALLENGED VOTER

INSTRUCTIONS: Prepare in duplicate. Attach the **original copy** to the Minutes of Voting and Counting intended for the ballot box. Give the **duplicate copy** to the person making the challenge.

_____ **SBEI No.**

_____ **Embassy/Post/Consulate/Country**

The UNDERSIGNED/I, _____, of legal age,
(Name of witness)
resident of _____ do solemnly
swear that the voter registered under the name of _____ have
committed the alleged act of:

- Having received or expects to receive money or anything of value as consideration for the vote, has paid, offered or promised to pay, or has contributed, offered or promised to contribute money or anything of value as consideration for the vote of another.
- Having made or received a promised to influence the giving or withholding of any such vote.
- Having made a bet or its interested directly or indirectly in a bet, which depends upon the results of the election.

Witness
(Signature Over Printed Name)

SUBSCRIBED AND SWORN to before me this _ day of _ 2025.

Chairperson/Poll Clerk/Third Member
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS OVERSEAS
VOTING**

SUMMONS Re: IDENTITY OF CHALLENGED VOTERS

INSTRUCTIONS: Attach this to the Minutes of Voting and Counting after recording thereon the facts of challenge

_____ SBEI No.

_____ Embassy/Post/Consulate/Country

To: _____

Gentleman:

You are hereby commanded to appear before the SBEI No. _____ of PE/PCG/POLO/MECO _____ to testify before the Board on _____ at _____ a.m. / p.m. to shed light on the challenged made against _____ for allegedly:

- Not being a registered overseas voter.
- Using the name of another.
- Suffering from an existing disqualification.

FAIL NOT UNDER PENALTY.

Voter
(Signature Over Printed Name)

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2025.

Chairperson/Poll Clerk/Third Member
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
 OVERSEAS VOTING**

SUMMONS Re: CERTAIN ILLEGAL ACTS

INSTRUCTIONS: Attach this to the Minutes of Voting and Counting after recording thereon the facts of challenge

_____ SBEI No.

_____ Embassy/Post/Consulate/Country

To: _____

Gentleman:

You are hereby commanded to appear before the SBEI No. _____ of PE/PCG/POLO/MECO _____ to testify before the Board on _____ at _____ a.m. / p.m. to shed light on the challenged made against _____ for allegedly:

- Having received or expects to receive money or anything of value as consideration for the vote, has paid, offered or promised to pay, or has contributed, offered or promised to contribute money or anything of value as consideration for the vote of another.
- Having made or received a promised to influence the giving or withholding of any such vote.
- Having made a bet or its interested directly or indirectly in a bet, which depends upon the results of the election.

FAIL NOT UNDER PENALTY.

Voter
(Signature Over Printed Name)

SUBSCRIBED AND SWORN to before me this _____ day of _____ 2025.

Chairperson/Poll Clerk/Third Member
(Signature Over Printed Name)