

Republic of the Philippines
COMMISSION ON ELECTIONS
Manila

GENERAL INSTRUCTIONS FOR THE SPECIAL BOARD OF CANVASSERS IN THE CONDUCT OF CONSOLIDATION/CANVASSING AND UPLOADING OF ELECTION RESULTS VOTES IN CONNECTION WITH THE OVERSEAS VOTING ACT OF 2013 FOR PURPOSES OF THE 12 MAY 2025 NATIONAL AND LOCAL ELECTIONS

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Promulgated: November 20, 2024

RESOLUTION NO. 11081

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 Canvassers (SBOC) in the Conduct of Consolidation/Canvassing and Uploading of the Election Results 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. *Commission* refers to the Commission on Elections;
- b. *Day of Elections* refers to the actual date of elections in the Philippines which is 12 May 2025;
- c. *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;

- d. *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 Online Voting and Counting System (OVCS) in Online Voting Posts and the Automated Counting Machines (ACM) in Personal and Postal Voting Posts;
- e. *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;
- f. *Overseas Voter* refers to a duly registered overseas voter, who is a citizen of the Philippines, qualified to vote under the Overseas Voting Act of 2013, not otherwise disqualified by law, and is abroad during the overseas voting period;
- g. *Overseas Voting* refers to the process by which duly registered overseas voters abroad exercise their right to vote;
- h. *Overseas Voting Certificate of Canvass (COC)* refers to a document showing the date of the election, the country in which it is held, the number of overseas voters qualified to vote, the number of overseas voters who actually voted and the total votes obtained by each candidate in a country, generated and printed by the Canvassing and Consolidation System (CCS);
- i. *Overseas Voting Period* is a continuous thirty (30)-day period ending on the day of election as defined under letter "b" 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;
- j. *Overseas Voting Precinct* refers to groupings of overseas voters in a given country or post designated for purposes of voting and counting;
- k. *Overseas Voting Statement of Votes of Precinct (SOVP)* refers to a document containing the date of the election, the country in which it is held, the number of overseas voters qualified to vote, the number of overseas voters who actually voted, and the votes obtained by all candidates in each Overseas Voting precinct in a particular country;
- l. *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;
- m. *Reception Group* refers to government appointive officials of the OFOV designated by the Commissioner-in-Charge responsible for the reception, verification of transmittal, and delivery of the COC and SOVP/Summary

Statement of Votes (SSOV) to the National Board of Canvassers;

- n. *Reception and Custody Group* refers to the government appointive officials at the Posts designated as such by the Chairperson of the Special Board of Canvassers (SBOC) who shall be in charge of the reception and safekeeping of canvassing-related equipment and materials for the SBOC;
- o. *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;
- p. *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 SBOC;
- q. *Special Board of Canvassers (SBOC)* refers to a body deputized by the Commission to conduct the consolidation and canvassing of votes;
- r. *Special Board of Election Inspectors (SBEI)* refers to a body deputized by the Commission to conduct the voting and/or counting of votes;
- s. *Supervisory Teams* refers to officials and employees of the Commission designated to supervise and ensure the implementation of the Overseas Voting Act of 2013. Such supervisory teams shall be headed by career officers or any lawyer of the Commission designated by the Commissioner-in-Charge of the OFOV;

ARTICLE II
SPECIAL BOARD OF CANVASSERS

Sec. 2. Special Board of Canvassers; Constitution and Appointment. - The Commission, through the OFOV, shall constitute one (1) SBOC for the following Posts, to canvass and/or consolidate the ERs containing the results from countries and territories under their consular jurisdictions, and to prepare the corresponding Certificate of Canvass (COC), as follows:

For Posts adopting Online Voting:

NO.	SBOC	COUNTRIES / AREAS WITHIN SBOC'S JURISDICTIONS
ASIA PACIFIC		
1	Bangkok PE	Thailand
2	Brunei PE	Brunei Darussalam
3	Canberra PE	Australia
		Nauru
		Vanuatu
		Tuvalu
		Territory of Wallis and Futuna

NO.	SBOC	COUNTRIES / AREAS WITHIN SBOC'S JURISDICTIONS
4	Dhaka PE	Bangladesh
		Maldives
		Sri Lanka
5	Hanoi PE	Vietnam
6	Hong Kong PCG	Hong Kong SAR
		Macau SAR
7	Islamabad PE	Pakistan
		Kyrgyzstan
		Tajikistan
8	Jakarta PE	Indonesia
9	Kuala Lumpur PE	Malaysia
10	MECO Taipei	Taiwan, R.O.C
11	New Delhi PE	India
		Nepal
		Bhutan
12	Phnom Penh PE	Cambodia
13	Seoul PE	South Korea
		Mongolia
14	Singapore PE	Singapore
15	Tokyo PE	Japan
16	Vientiane PE	Laos
17	Wellington PE	New Zealand
		Cook Islands
		Fiji
		Samoa
		Tonga
		French Polynesia
EUROPE		
1	Athens PE	Greece
		Republic of Cyprus
		North Macedonia
2	Berlin PE	Germany
3	Berne PE	Switzerland
		Liechtenstein
4	Brussels PE	Belgium
		Luxembourg
5	Budapest PE	Hungary
		Bosnia and Herzegovina
		Montenegro
		Bulgaria
		Moldova
		Serbia
		Romania
6	Copenhagen PE	Denmark
		Faroe Islands
		Greenland
7	Lisbon PE	Angola
		Portugal
		Sao Tome and Principe
		Guinea-Bissau
		Cabo Verde
		Gibraltar

NO.	SBOC	COUNTRIES / AREAS WITHIN SBOC'S JURISDICTIONS
8	London PE	United Kingdom of Great Britain
		Northern Ireland
		Ireland
		Isle of Man
		Bailiwick of Jersey
		Bailiwick of Guernsey
9	Madrid PE	Madrid
		Andorra
		Canary Islands
10	Oslo PE	Norway
		Iceland
11	Paris PE	France
		Monaco
12	Prague PE	Czech Republic
13	Rome PE	Italy
		Albania
		San Marino
		Malta
14	Stockholm PE	Sweden
		Finland
15	The Hague PE	The Netherlands
		Aruba
		Curacao
		Saba
		Bonaire
		Sint Eustatius
		Sint Maarten
16	Vatican PE	Vatican City (Holy See)
17	Vienna PE	Austria
		Croatia
		Slovenia
		Slovakia
18	Warsaw PE	Poland
		Estonia
		Latvia
		Lithuania
		Ukraine
MIDDLE EAST AND AFRICAS		
1	Abu Dhabi PE	United Arab Emirates
2	Cairo PE	Egypt
		Ethiopia
		Djibouti
		Sudan
		Eritrea
3	Doha PE	Qatar
4	Kuwait PE	Kuwait
5	Manama PE	Bahrain
6	Muscat PE	Oman
7	Nairobi PE	Kenya
		Democratic Republic of Congo
		Somalia
		Burundi

NO.	SBOC	COUNTRIES / AREAS WITHIN SBOC'S JURISDICTIONS
		Malawi
		Rwanda
		Seychelles
		South Sudan
		Republic of Congo
		Uganda
		Comoros
		Tanzania
8	Pretoria PE	South Africa
		Lesotho
		Swaziland
		Botswana
		Madagascar
		Mauritius
		Mozambique
		Namibia
		Zambia
		Zimbabwe
9	Rabat PE	Morocco
		Mauritania
		Mali
		Guinea
		Senegal
10	Riyadh PE	Saudi Arabia
		Yemen
11	Tel Aviv PE	Israel
NORTH AND LATIN AMERICAS		
1	Brasilia PE	Brazil
		Colombia
		Guyana
		Suriname
		Venezuela
		French Guiana
2	Buenos Aires PE	Argentina
		Bolivia
		Paraguay
		Uruguay
3	Mexico PE	Mexico
		Belize
		Costa Rica
		Dominican Republic
		El Salvador
		Guatemala
		Honduras
		Nicaragua
		Panama
		Cuba
4	Ottawa PE	Canada
		French overseas collectivity of St. Pierre and Miquelon
		British overseas territory of Bermuda
5	Santiago PE	Chile
		Ecuador

NO.	SBOC	COUNTRIES / AREAS WITHIN SBOC'S JURISDICTIONS
		Peru
		Falkland Islands
		United States of America
		Anguilla
		Antigua and Barbuda
		Bahamas
		Barbados
		British Virgin Islands
		Cayman Islands
		Dominica
		Grenada
		Haiti
		Guadeloupe
		Jamaica
		Puerto Rico
		Saint Kitts and Nevis
		Montserrat
		Martinique
		Saint Martin
		Guantanamo Bay
		Saint Barthelemy
		St. Vincent and the Grenadines
		St. Lucia
		Trinidad and Tobago
		Turks and Caicos Islands
		Virgin Islands (U.S.)
		American Samoa
		Commonwealth of Northern Mariana Islands
		Guam
		Marshall Islands
		Micronesia
		Palau
		Wake Islands
6	Washington D.C. PE	

For Posts adopting Automated Voting:

NO.	SBOC	COUNTRIES / AREAS WITHIN SBOC'S JURISDICTIONS
ASIA PACIFIC		
1	Beijing PE	China
2	Dili PE	Timor-Leste
3	Port Moresby PE	Papua New Guinea
		Kiribati
		Solomon Islands
4	Yangon PE	Myanmar
EUROPE		
1	Ankara PE	Türkiye
		Northern Cyprus
		Georgia
		Azerbaijan
2	Moscow PE	Russia
		Armenia
		Belarus

NO.	SBOC	COUNTRIES / AREAS WITHIN SBOC'S JURISDICTIONS
		Kazakhstan
MIDDLE EAST AND AFRICAS		
1	Abuja PE	Nigeria
		Benin
		Central African Republic
		Gabon
		Burkina Faso
		Cameroon
		Cote D'Ivoire
		Equatorial Guinea
		Ghana
		Liberia
		Sierra Leone
		Gambia
Togo		
2	Amman PE	Jordan
		Palestine
3	Beirut PE	Lebanon
4	Damascus PE	Syria
5	Tehran PE	Iran
		Uzbekistan
		Turkmenistan
6	Tripoli PE	Libya
		Algeria
		Chad
		Tunisia

The members of the SBOC shall be appointed by the Commissioner-in-Charge of the OFOV using OVF No. 42 not later than 27 December 2024 (Friday), and shall be composed of the following:

- a. Highest-ranking career officer of the Post as Chairperson;
- b. A senior career officer from any of the government agencies maintaining offices abroad as Vice Chairperson; and
- c. Another government officer as Member-Secretary. In the absence of another government officer, a citizen of the Philippines qualified to register as voter under the Overseas Voting Act of 2013 and deputized by the Commission, may be appointed as Member-Secretary.

Sec. 3. Qualifications of Members/Substitutes of the SBOC. - No individual shall be appointed as a Member of the SBOC, whether regular or substitute, unless they meet the following criteria:

- a. Possesses good moral character and irreproachable reputation; and
- b. Able to write and speak in English or Filipino.

Sec. 4. Disqualification; SBOC. - The following are disqualified from serving as a member of the SBOC:

- a. Those who are related within the fourth civil degree of consanguinity or affinity to:
 - i. Any member of the same SBOC; or
 - ii. 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' spouses.
- b. Those who have been convicted of any election offense or any other crime punishable by more than six (6) months of imprisonment; or
- c. Those who have a pending case filed against them for any election offense.

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 SBOCs will know whether they are qualified to accept their appointments.

Sec. 5. Notice of Disqualification and Submission of Appointment of Substitute. - Any member of the SBOC 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 SBOC to the Commission, through the OFOV not later than 13 January 2025 (Monday).

Sec. 6. Replacement of Chairperson and Member of the SBOC. - In case of non-availability, absence, disqualification due to relationship, or incapacity for any cause of the Chairperson, the replacement shall come from among any other ranking official from the Post or from any of the government agencies maintaining a post abroad, of good standing, not otherwise disqualified under the law.

With respect to other members of the SBOC, the replacement shall be from the qualified personnel of the foreign service corps or from members of the Filipino community at the Posts. For this purpose, all replacements shall be appointed by the Commissioner-in-Charge of the OFOV.

Sec. 7. Powers and Functions of the SBOC. - The SBOC shall perform the following:

- a. Canvass/consolidate the electronic results;
- b. Generate and print Canvass Reports and Certificates of Canvass (COC);
- c. Transmit the electronic results to the NBOC;
- d. In case of failure to transmit, load the results in the Consolidation and Canvassing System (CCS);
- e. Generate and print Statement of Votes (SOV) and other Post-election canvassing reports;

- f. Immediately after the completion of the canvass, submit a copy of the COC, SOV, and other Post-election canvassing reports to the OFOV, through the DFA-OVS, via facsimile or other electronic mail facilities of the Philippines embassies/consulates;
- g. Furnish the accredited major political parties and accredited citizens arms, through the OFOV, with copies via facsimile, or any other means of transmission equally safe, secure and reliable;
- h. In case of the unavailability of transmission device and failure of transmission, deliver, through its Chairperson, a USB containing the COCs together with the SOV, other Post-election canvassing reports, and the ERs intended for the Commission; and
- i. Perform such other duties as may be required by the Commission.

Further, the SBOC shall have full authority to keep order within the canvassing room or hall including its premises and enforce obedience to its lawful orders. If any person refuses to obey any lawful order of the SBOC or conducts himself in such disorderly manner as to disturb or interrupt its proceedings, the SBOC may, by a majority vote, order on writing any peace officer/guard of the embassy or consulate to take such person into custody until adjournment of the meeting. In the absence of any peace officer/guard, any other competent and able person deputized by the SBOC in writing, shall execute such order. Such fact shall be noted in the Minutes of Canvassing (OVF No. 11-B).

Sec. 8. Support for SBOC; CCS Operators. - The SBOCs shall be assisted by one (1) CCS Operator, who shall be an information technology-capable person authorized to operate the CCS. He/she shall be designated by the Head of Post using OVF No. 43, and shall be deputized by the Commission, from among the personnel, including government-owned and controlled corporations maintaining offices abroad.

Sec. 9. Support for SBOC; Reception and Custody Group (RCG); Duties and Functions. - The SBOC may constitute a Reception and Custody Group (RCG) for the reception and safekeeping of all canvassing-related equipment and materials, and hard copies of ERs.

The RCG shall be composed of not more than two (2) members who are government appointive officials. They shall be designated by the concerned Chairperson of the SBOC, using OVF No. 43.

The RCG shall have the following duties and functions:

- a. Receive from the SBEIs, the envelopes containing the main and back-up USB of the ACM, back-up USB of the OVCS, and the envelopes containing the printed copies of the ERs intended for the SBOC;
- b. Log the following:
 - i. Date and time of receipt;

- ii. Condition and the serial number of corresponding paper seal of the envelope; and
- iii. The precinct number of the envelope containing the USB drives;
- c. Make an inventory of the submitted reports received from the SBEIs;
- d. Place inside the ballot box/receptacle box, the envelopes containing the ERs, and close the same with security seal; and
- e. Forward to the SBOC, the ballot boxes/receptacle boxes containing the ERs and one copy of the inventory of the submitted reports received from the SBEIs.

Sec. 10. Disqualification; Support of SBOC. - The CCS Operator and members of the RCG shall not be related within the fourth civil degree of consanguinity or affinity to any member of the SBOC or to any candidate whose votes will be canvassed by the SBOC.

Sec. 11. Supervision and Control. - The Commission shall exercise direct supervision and control over the SBOC and may *motu proprio* relieve, at any time for cause, any members thereof and designated the corresponding substitute/replacement.

Sec. 12. Notice of Meetings of the SBOC. - Not later than 05 May 2025 (Monday), Philippine time, the Chairperson of the SBOC shall issue a Written Notice to the other members of the SBOC, and, through the OFOV, issue a similar notice to each candidate for Senator and political parties, organizations or coalitions participating under the party-list system of representation. The notice shall include the date, time and place of the canvassing, which shall be held in the Philippine Embassy/Consulate, unless otherwise ordered by the Commission.

If notice is given in open session, such fact shall be recorded in their Minutes of Canvassing (OVF No. 11-B). The Notice of the Canvassing (OVF No. 44) shall also be posted in three (3) conspicuous places in the building where the canvass shall be held.

The OFOV may, whenever practicable, use other means of disseminating such notice.

Sec. 13. Preliminary to Canvassing. - Not later than 11 May 2025 (Sunday), Philippine time, the members of the SBOC shall meet to:

- a. Acquaint themselves with each other;
- b. Familiarize themselves with their respective duties and responsibilities during the canvassing;
- c. Ensure that all the required canvassing forms and supplies are complete; and

- d. Discuss operational and procedural matters to ensure that they are able to fulfill their duties and responsibilities and responsibilities in accordance with these general instructions and other guidelines set by the Commission.

Sec. 14. Convening of the SBOC. - The SBOC shall meet at 3:00 PM of 12 May 2025 (Monday), Philippine time, at the designated building/place in the Philippine Embassy/Consulate or other foreign service establishments authorized by the Commission, to receive the ERs and to immediately canvass those that have already been received. It shall meet continuously from day to day until the canvass is completed, and may adjourn only for the purpose of awaiting other ERs. However, as the need arises, the SBOC may declare a recess.

Sec. 15. Quorum. - A majority of all the members of the SBOC shall constitute a quorum for the transaction of business, and a majority vote of all the members thereof shall be necessary to render a decision.

Sec. 16. Minutes of Canvassing; Distribution. - The Member-Secretary shall prepare the Minutes of Canvassing (OVF No. 11-B) of the SBOC in three (3) copies by recording therein the proceedings, other incidents or matters relevant to the canvass.

Copies of the Minutes of Canvassing shall be distributed as follows:

- a. One (1) copy for the Chairperson of the SBOC;
- b. One (1) copy for the Law Department of the Commission; and
- c. One (1) copy for the Special Ballot Reception and Custody Group (SBRCG).

Sec. 17. Temporary Absence of Regular Members of the SBOC. - In case a regular member of the SBOC is temporarily absent, the members present shall first verify whether notice has been served on the absent member. In case no such notice was sent, one shall be immediately served on the absent member. If the latter cannot be located or his whereabouts are unknown, he shall be substituted in accordance with these Rules. These facts shall be recorded in the Minutes of Canvassing (OVF No. 11-B). As soon as the absent member appears, the substitute member shall relinquish his seat to the regular member.

Sec. 18. Prohibition against Transfer, Leaving Official Station. - During the period beginning election day, 12 May 2025 (Monday), until the COC has been personally submitted to the Commission, no member or substitute member of the different SBOCs shall be transferred, assigned or detailed outside of official station nor shall leave said station without prior authority of the Commissioner-in-Charge of the OFOV.

Sec. 19. Incapacity of a Regular Member of the SBOC. - In case of sickness or serious injury of a regular member of the SBOC, the member concerned shall submit to the other members of SBOC a medical certificate attesting to his incapacity. Said medical certificate shall be recorded in and form part of the Minutes of Canvassing (OVF No. 11-B). Upon submission of the medical certificate, a substitute shall be appointed likewise in accordance with these Rules.

Sec. 20. Issues that may be Raised during the Consolidation and Canvass. – Issues on the illegal composition of SBOCs or irregularity of the proceedings of SBOCs may be initiated by filing a verified petition before the SBOC or directly with the Commission.

If the petition is filed directly with the SBOC, its decision may be appealed to the Commission within three (3) days from issuance thereof. However, if commenced directly with the Commission, the verified petition shall be filed immediately when the SBOC begins to act illegally, or at the time of the appointment of the member of the SBOC whose capacity to sit as such is objected to.

There shall be no pre-proclamation cases on issues/controversies relating to the generation/printing, transmission, receipt and custody and appreciation of ERs or the COCs.

Sec. 21. Prohibition against Political Activity. – No member of the SBOC and their Support (CCS Operator and RCG) shall engage in any partisan political activity or take part in the elections except to vote and discharge their duties. They may also discharge their duties and functions including rendering assistance in accordance with usual protocol courtesies normally extended to visiting officials on official business.

Sec. 22. Voting Privilege of Members of the SBOC. – Government employees posted abroad who will perform election duties as members of the SBOC shall be allowed to vote in their respective Posts, provided they registered as voters either in the Philippines or abroad.

Members of the SBOC 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 Oath as SBOC Member (OVF No. 42-A) to be submitted not later than five (5) days upon receipt of the Appointment.

Upon verification by OFOV of their voter registration status, the OFOV shall provide DFA-OVS the List of SBOC 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. 23. 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 in so far as the One-Country Team Approach¹ is concerned.

ARTICLE III COUNSELS/WATCHERS

Sec. 24. Right to be Present and to Counsel. – Every candidate for Senator and registered political party and party-list group has the right to be present and to

¹ Section 28, Republic Act No. 8042 or the Migrant Workers and Overseas Filipinos Act of 1995.

counsel during the canvass of ERs: Provided, that if there are two (2) or more counsels, only one (1) may argue for each candidate or party. The SBOC shall not allow any dilatory action or tactics.

Further, counsels/watchers shall also have the right to observe the transmission, consolidation, and canvass of the ERs or COCs without touching the CCS, make observations thereon, and file their challenges in accordance with rules and regulations of the Commission.

Sec. 25. Watchers during Canvass. - Every registered political party fielding candidates for Senator and party-list group shall be entitled to one (1) watcher at any given time in every canvassing center.

The accredited citizens' arm of the Commission, and civic, religious, professional, business, service, youth and other similar organizations shall collectively, and upon prior authority of the Commissioner-in-Charge of the OFOV, be entitled to one (1) watcher at any given time.

However, if there is no sufficient space for all watchers to be accommodated preference shall be given to the watcher of the dominant majority and dominant minority parties as determined by the Commission, one (1) common watcher for accredited OFW organizations.

The watchers shall have the right to:

- a. Be present at, and take note of all the proceeding of the SBOC;
- b. Stay behind the Chairperson of the SBOC near enough to be able to observe the consolidation/canvass of the ERs without touching the CCS); and
- c. File the appropriate protest against any alleged irregularity noted and obtain from the SBOC a resolution thereon in writing.

Watchers shall not be allowed to participate in the deliberation of the SBOC.

Sec. 26. Disqualification; Watchers. - Watchers shall not be related within the fourth civil degree of consanguinity or affinity to any member of the SBOC or have been convicted by final judgment of any election offense or any other crime.

Sec. 27. Persons Not Allowed inside the Canvassing Room. - During the canvass, it shall be unlawful for any person carrying any firearm or deadly weapon to enter the room where the canvass is being held or stay within a radius of fifty (50) meters from such room.

PART II CANVASSING

ARTICLE IV ELECTION FORMS AND SUPPLIES

Sec. 28. Election Forms, Documents and Supplies for Canvassing. – The SBOC, shall receive from the OFOV, through the SBRCG, the following canvassing forms and documents for its use:

I. For SBOC:

- a. CCS Box from the Commission intended for SBOC containing:
 - i. Laptop;
 - ii. USB drive;
 - iii. Power cable of the laptop;
 - iv. Power adaptor of the laptop;
 - v. Three (3) USB Security Tokens with label.
- b. Three (3) envelopes with label each containing one (1) username, and two (2) passwords:
 - i. One (1) security token;
 - ii. One (1) Username;
 - iii. Two (2) Passwords;
 1. One (1) password to enter the system; and
 2. One (1) to validate security token.
- c. Extension Cord;
- d. Printer Box containing:
 - i. Printer;
 - ii. Toner (installed);
 - iii. Power cable of printer; and
 - iv. USB cable to connect the laptop and printer.
- e. Transmission Device;
- f. USB hub;
- g. Security Plastic Seal;

II. Election Forms/Supplies from the Commission:

OVF No.	Description
Election Forms (Canvassing)	
18-A	Envelopes for Minutes of Canvassing
CEF No. 12A	Paper Seals
	Security Seal
	Security Tape
21-A to 21-H	Envelopes for COC and SSOV
17, 17-A to 17-G	Envelopes for Election Returns
Election Forms/Supplies to be Printed/Reproduced/Purchased by Posts	
42	Appointment of SBOC
42-A	Oath as SBOC Member
43	Appointment of CCS Operators; Reception and Custody Group
44	Notice of Canvassing
11-B	Minutes of Canvassing
11-D	Objection/Protest
13-A	Certificate of Votes by SBOC
14-E	Certification of Receipt of Canvassing Forms by SBOC
33-B	Objection/Protest and Decision of the SBOC
33-C	Certificate of Challenge/Protest and Decision of the Board
46	Certificate of SBOC on the Transmitted COC/SSOV
27, 27-A to 27-D	Official Receipt of Election Returns by the SBOC
21-A-1 to 21-F-1	Official Receipt of COC

**ARTICLE V
 PROCEDURES FOR CANVASSING**

Sec. 29. Preliminaries to Canvassing. - Before the canvassing begins, the SBOC shall observe the following procedures:

- a. Show to the public and the watchers present that the CCS box is sealed;
- b. Remove the seal of the CCS box;
- c. Open the CCS box;
- d. Check whether the contents as provided in Sec. 28 are inside the CCS Box;
- e. Retrieve the envelopes containing the system username and passwords which shall be in the custody of the Chairperson of the SBOC, and the USB tokens for each member of the SBOC which shall be distributed among themselves; and
- f. Retrieve the CCS laptop from its box and place the same on top of the table.

Sec. 30. Procedures for Canvassing. - Immediately after convening, the SBOC shall undertake to perform the canvassing procedures indicated in the CCS Technical Manual, as follows:

- a. Initialization procedures;
- b. Importing of election results from the ACM or OVCS (if applicable);
- c. Monitoring of transmission of election results (SBEI to SBOC);
- d. Transmission of election results to the NBOC (SBOC to NBOC);
- e. Generation and printing of reports;
- f. Printing of Audit Logs;
- g. Back-up procedures; and
- h. Shutting down the CCS.

Sec. 31. Post Print Activities. - Immediately after printing copies of the COCs and SOVs, the SBOC shall:

- a. Affix their signatures and thumb marks on the printed COCs and SOVs;
- b. Ask the watchers present to affix the signatures and thumb marks on the printed COCs and SOVs;
- c. The Chairperson of the SBOC shall publicly announce the total number of votes received by each candidate, stating their corresponding offices; and
- d. The Member-Secretary shall announce the posting of the COCs on the wall within premises of the canvassing area; and
- e. The Member-Secretary shall place all reports in the corresponding envelopes with paper seals.

ARTICLE VI DISTRIBUTION OF THE COCs AND SOVs

Sec. 32. Distribution of COCs and SOVs. - Upon completion of the canvass, the Chairperson of the SBOC, or his/her duly authorized representative shall distribute the COC as follows:

- a. The first copy, supported with SOV and USB, shall be delivered to the Commission as NBOC for use in the canvassing of results for Senator and Party-list Representatives;
- b. The second copy, supported with SOV and USB, shall be kept by the Chairperson of the SBOC;
- c. The third copy shall be posted on the wall within the premises of the canvassing center;
- d. The fourth copy shall be given to the accredited citizen's arm who shall furnish the independent candidates copies of the COC at the expense of the requesting party;
- e. The fifth and sixth copies shall be given to the dominant majority and minority parties;

- f. The seventh to sixteenth copies shall be given to the 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 RA No. 7166;
- g. The seventeenth and eighteenth copies shall be given to the 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 criteria analogous to that provided in RA No. 7166;
- h. The nineteenth to twenty-third copies, to national broadcast or print media entities as may be equitably determined by the Commission with the end in view of propagating the copies to the widest extent possible;
- i. The twenty-fourth and twenty-fifth copies, to local broadcast or print media entities as may be equitably determined by the Commission with the end in view of propagating the copies to the widest extent possible; and
- j. The twenty-sixth to twenty-ninth copies, to the major citizens' arms, including the accredited citizens' arm, and other non-partisan groups or organizations enlisted by the Commission pursuant to Section 52 (k) of Batasan Pambansa Blg. 881. Such citizens' arm, groups, and organizations may use three certified copies or ERs for the conduct of citizens' quick count at the local or national levels.

The first, second and third copies of the COC shall be placed individually in an envelope, which shall be duly sealed.

ARTICLE VII POST CANVASSING PROCEDURES

Sec. 33. Transmittal of Results or Personal Delivery of the USB containing Copies of the COC, SOV, the ERs and Main and Back-up USB drive. - The default mode of submission of results is through transmission using the COMELEC-provided transmission device. However, if the transmission device is not delivered to the concerned SBOC for whatever cause or if there is failure of transmission of the results after employing contingency measures to be provided by the OFOV, the Chairperson of the SBOC or his/her duly authorized representative shall personally deliver the following:

- a. The USB containing the Copy of the COC, SOV, and the ERs, to the Commission *En Banc*, sitting as the NBOC for Senators and Party-list Representatives; and
- b. Copies of the ERs intended for the Commission, Main and Back-up USB drives of the ACMs, back-up USB drive of the OVCS, and Minutes of Canvassing of the SBOC (copy for the Law Department), to the OFOV which shall in turn submit the copies to the Law Department and ERSD.

For this purpose, the OFOV shall maintain a Reception Group at the venue where the Commission *En banc*, sitting as NBOC for Senator and Party-list Representatives, will convene.

Sec. 34. Administrative Matters to be Observed by Chairpersons of the SBOC or their Representatives, who shall Undertake Personal Delivery to Manila. -

I. PRIOR TO DEPARTURE FROM THE POST:

- a. They shall turn over all records and documents, used or unused, to the custody of the SBRCG at the Post, in accordance with the guidelines issued by the Commission. These shall be properly acknowledged by SBRCG;
- b. They shall secure a Certificate of Completion of Canvassing from the Heads of Posts indicating the following:
 - i. The date the canvassing commenced;
 - ii. The date the canvassing ended; and
 - iii. The date when the Chairperson of the SBOC left at the Post.

If the Chairperson of the SBOC or representative is the Head of Post, the certificate shall be accomplished by the second highest foreign service official thereat.

- c. Travelling through the most direct flight route, they shall immediately depart within the day or at the latest, a day after the completion of canvassing proceedings.

Any deviation from the scheduled flight or re-booking which is not allowed by the Commission shall be for the personal account of the concerned Chairperson of the SBOC or his/her duly authorized representative.

II. UPON ARRIVAL IN MANILA:

- a. They shall be assisted by DFA-OVS and OFOV representatives in going to the NBOC to deliver the COCs and other documents mentioned above. If they have their own private vehicles, they shall likewise be accompanied by DFA-OVS and OFOV representatives;
- b. Within the same day of their arrival, they shall submit to the Reception Group of the OFOV all the necessary election and canvassing-related documents to be personally submitted, as contained in the Special Envelope, including the Certificate of Completion of Canvassing;
- c. They shall be issued Certificate of Appearance and Submission (CAS) by the OFOV upon receipt of the documents identified therein;

- d. They shall be brought to the DFA, after submission of the documents, if they were fetched from the airport using the Commission's vehicle. Those with personal vehicles can leave as soon as they submit the documents; and
- e. The COC will ideally be canvassed on the same day of submission. However, the same may be accomplished the following day, if the Chairperson of the SBOC arrives in the evening.

PART III OTHER MISCELLANEOUS PROVISIONS

ARTICLE VIII HEALTH AND SAFETY PROTOCOLS FOR OVERSEAS VOTING

Sec. 35. Health and Safety Protocols to be observed in Overseas Voting. - For overseas voting, the Posts shall follow the health and safety protocols imposed by their respective host countries.

ARTICLE IX REGULATION ON CAMPAIGNING ABROAD

Sec. 36. 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. 37. 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 X HONORARIA FOR SBOC

Sec. 38. Who are Entitled to a Grant of Honoraria. - The following are entitled to receive their honoraria:

- a. Members of the SBOC;
- b. CCS Operator;
- c. Reception and Custody Group; and
- d. Substitutes/ Alternates of the SBOC.

Sec. 39. 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 SBOCs, they were constituted, deputized and appointed by the Commission and/or the Heads of Posts, in accordance with this General Instructions;
- b. They actually rendered service as part of the SBOC or served as CCS Operator or member of the Reception and Custody Group; and
- c. Substitute or alternate members of the SBOC are entitled if they actually served during canvassing.

Sec. 40. Schedule of Honoraria. - The amount of honoraria to be granted to the foregoing shall be based on the following table:

Description	Amount
Members of the SBOC and CCS Operator	800 USD
Reception and Custody Group	250 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. 41. Prohibition on Multiple Honoraria/Compensation. - Any person who serves in dual or multiple capacities as a member of the SBRCG/SBEI/SBOC/Technical Personnel/Support Staff/CCS Operator/RCG or any of their substitutes or alternates, shall only be entitled to one (1) honorarium, whichever amount is higher from among the capacities he/she served.

Sec. 42. Project Term Personnel. - Any person hired as project term personnel who also serves as a member of the SBRCG/SBEI/SBOC/Technical Personnel/Support Staff/CCS Operator/RCG or any of their substitutes or alternates, shall no longer be entitled to any honorarium, in consideration of the compensation that they will already receive from being project term personnel.

ARTICLE XI ELECTION OFFENSES / PROHIBITED ACTS

Sec. 43. 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. 44. 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. 45. 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. 46. 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. 47. 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 XII ROLE OF GOVERNMENT AGENCIES

Sec. 48. 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 XIII CONCLUDING PROVISIONS

Sec. 49. 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 all registration records, voters' lists and other official records and documents, subject to payment of prescribed charges;

Sec. 50. Security Measures to Safeguard the Secrecy and Sanctity of the Ballots. - In the interest of transparency, all necessary and practicable measures shall be adopted to allow representation of the candidates, accredited major political parties, accredited citizens' arms and non-government organizations to assist, and observe in all stages of the electoral exercise to prevent any and all forms of fraud and coercion and ensure free, honest, orderly peaceful and credible election;

Sec. 51. 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 supplementary application to this Resolution;

Sec. 52. 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. 53. 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. 54. 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
Chairman


SOCORRO B. INTING
Commissioner


AIMEE P. FEROLINO
Commissioner


ERNESTO FERDINAND P. MACEDA, JR.
Commissioner


MARLON S. CASQUEJO
Commissioner


REY E. BULAY
Commissioner


NELSON J. CELIS
Commissioner

CERTIFICATION

APPROVED for publication, November 20, 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**

MINUTES OF CANVASSING

DATE	COUNTRY	CONSULAR JURISDICTION	DAY OF CANVASS:		
			1 st	2 nd	3 rd

INSTRUCTIONS:

1. Prepare separately in three (3) copies. One (1) copy for the Chairperson of the Special Board of Canvassers (SBOC); one (1) copy for the Law Department, COMELEC in Manila and the other copy shall be given to the Special Ballot Reception and Custody Group (SBRCCG) of the Post.
2. The Minutes shall be accomplished by the Member-Secretary and shall be certified as true and correct in the last page by all members of the SBOC.
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 canvassing 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" or "0". Use extra sheets of paper if additional writing space is needed. If the instruction is not applicable, write "N/A".
5. Use additional sheets of paper, to be signed by all members of the SBOC, if the spaces provided inside are not enough.

Time convened: _____

Time ended: _____

COPY FOR THE LAW DEPARTMENT

II – COPY FOR THE BOARD OF CANVASSERS

Date & time received	SBEI No./POST	Serial number of envelope	Serial number of Election Returns	Serial number of SOVP (OAVF 20-A)	Serial number of SSOV (OAVF 20-B)	Quantity & Serial number of envelopes

B. RECORD OF CERTIFICATES OF CANVASS

Distributions of COC's	Serial Number of COC	Serial number of Inner seal of COC (CEF No. 12)	Serial number of envelope for COC	Serial number of seal of envelope for COC	Remarks
COMELEC					
SBOC					
Copy for Posting					
Citizens' Arm					
Dominant Majority Party					
Dominant Minority Party					
OFOV					

C. INCIDENTS/IRREGULARITIES

(State here any incident or irregularity noted before or during canvassing that the SBOC believes should be reported).



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
 OVERSEAS VOTING**

MINUTES OF CANVASSING

DATE	COUNTRY	CONSULAR JURISDICTION	DAY OF CANVASS:		
			1 st	2 nd	3 rd

INSTRUCTIONS:

1. Prepare separately in three (3) copies. One (1) copy for the Chairperson of the Special Board of Canvassers (SBOC); one (1) copy for the Law Department, COMELEC in Manila and the other copy shall be given to the Special Ballot Reception and Custody Group (SBRCG) of the Post.
2. The Minutes shall be accomplished by the Member-Secretary and shall be certified as true and correct in the last page by all members of the SBOC.
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 canvassing 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" or "0". Use extra sheets of paper if additional writing space is needed. If the instruction is not applicable, write "N/A".
5. Use additional sheets of paper, to be signed by all members of the SBOC, if the spaces provided inside are not enough.

Time convened: _____

Time ended: _____

COPY FOR THE SBOC



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

MINUTES OF CANVASSING

DATE	COUNTRY	CONSULAR JURISDICTION	DAY OF CANVASS:		
			1 st	2 nd	3 rd

INSTRUCTIONS:

1. Prepare separately in three (3) copies. One (1) copy for the Chairperson of the Special Board of Canvassers (SBOC); one (1) copy for the Law Department, COMELEC in Manila and the other copy shall be given to the Special Ballot Reception and Custody Group (SBRCG) of the Post.
2. The Minutes shall be accomplished by the Member-Secretary and shall be certified as true and correct in the last page by all members of the SBOC.
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 canvassing 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" or "0". Use extra sheets of paper if additional writing space is needed. If the instruction is not applicable, write "N/A".
5. Use additional sheets of paper, to be signed by all members of the SBOC, if the spaces provided inside are not enough.

Time convened: _____

Time ended: _____

COPY FOR THE SBRCG

II - COPY FOR THE BOARD OF CANVASSERS

Date & time received	SBEI No./POST	Serial number of envelope	Serial number of Election Returns	Serial number of SOVP (OAVF 20-A)	Serial number of SSOV (OAVF 20-B)	Quantity & Serial number of envelopes

B. RECORD OF CERTIFICATES OF CANVASS

Distributions of COC's	Serial Number of COC	Serial number of Inner seal of COC (CEF No. 12)	Serial number of envelope for COC	Serial number of seal of envelope for COC	Remarks
COMELEC					
SBOC					
Copy for Posting					
Citizens' Arm					
Dominant Majority Party					
Dominant Minority Party					
OFOV					

C. INCIDENTS/IRREGULARITIES

(State here any incident or irregularity noted before or during canvassing that the SBOC believes should be reported).



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
 OVERSEAS VOTING**

OBJECTION/PROTEST

INSTRUCTIONS: Prepare in three (3) copies. Submit two (2) copies to the SBOC and the person filing an objection or protest shall retain one (1) copy.

Embassy/Post/Country

I/We hereby file my/our objection/protest on the following:

(State the ground/s for the objection/protest and name of individual against whom the objection/protest is made, if available)

In witness whereof, I/we have hereunto signed this _____ day of _____ 2025.

Name of Protestant
(Signature Over Printed Name)

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

Chairperson, SBOC
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

**CERTIFICATE OF RECEIPT OF CANVASSING FORMS
BY THE SPECIAL BOARD OF CANVASSERS**

INSTRUCTIONS: PREPARE IN TWO (2) COPIES. The Chairperson of the SBRCG shall enter herein the quantities and serial numbers of the forms and supplies for delivery to the SBOC. The **ORIGINAL** shall be kept by the SBRCG who shall in turn arrange the copies by voting place and send them to the OFOV, Commission on Elections, Manila. The **SECOND COPY** shall be given to the SBOC concerned.

_____ Date

_____ Embassy/Consulate/Country

WE, THE MEMBERS OF THE SPECIAL BALLOT RECEPTION AND CUSTODY GROUP (SBRCG) CERTIFY that we delivered to the Special Board of Canvassers (SBOC), the following forms/supplies and paraphernalia:

OVF NO.	TITLE/DESCRIPTION	RATE OF DISTRIBUTION	QUANTITY RECEIVED	SERIAL NUMBERS
A. ACCOUNTABLE FORMS				
20-A	Statement of Votes by Precinct	1	set of 6 copies for every 11 precincts/ SBEs in 3 pages	
20-A-1	Summary of Statement of Votes	1	set of 6 copies in 3 pages	
21	Certificate of Canvass of Votes for National Positions & Party-List	1	set of 7 copies of 3 pages	
21-A	Envelope for Certificate of Canvass (Copy for the Commission)	1	copy	
21-B	Envelope for Certificate of Canvass (Copy for the SBOC Chairperson)	1	copy	
21-C	Envelope for certificate of Canvass (Copy for Posting)	1	copy	
21-D	Envelope for Certificate of Canvass (Copy for the Accredited Citizens' Arm)	1	copy	
21-E	Envelope for Certificate of Canvass (Copy for the Dominant Majority Party)	1	copy	
21-F	Envelope for Certificate of Canvass (Copy for the Dominant Minority Party)	1	copy	
21-G	Envelope for Certificate of Canvass (Copy for the OFOV)			
CEF No. 12	Paper Seals	24	pieces	
18-B	Envelope for Minutes of Canvassing	3	pieces	
	Ballot Box	1	piece	
43	Ballot Box Tape	8	pieces	

OVF NO.	TITLE/DESCRIPTION	RATE OF DISTRIBUTION	QUANTITY RECEIVED	SERIAL NUMBERS
	B. NON-ACCOUNTABLE FORMS			
11-B	Minutes of Canvassing	1	set of 3 copies	
21-A-1	Official Receipt of Certificate of Canvass (Copy for the Commission)	1	piece	
21-B-1	Official Receipt of Certificate of Canvass (Copy for the SBOC Chairperson)	1	piece	
21-C-1	Official Receipt of Certificate of Canvass (Copy for Posting)	1	piece	
21-D-1	Official Receipt of Certificate of Canvass (Copy for the Accredited Citizens' Arm)	1	piece	
21-E-1	Official Receipt of Certificate of Canvass (Copy for the Dominant Majority Party)	1	piece	
21-F-1	Official Receipt of Certificate of Canvass (Copy for the Dominant Minority Party)	1	piece	
21-G-1	Official Receipt of Certificate of Canvass (Copy for the OFOV)	1	piece	
33-B	Objection/Protest Form	25	pieces	
33-C	Decision of the Board	25	pieces	
	Special Envelopes	6	pieces	
	Ball pen	6	pieces	
	Thumbprint Takers	3	sheets	
	Long Bond Paper	12	pieces	

Chairperson
(Signature Over Printed Name)

Member
(Signature Over Printed Name)

Member
(Signature Over Printed Name)

Confirmation of Receipt:

Date & Time of receipt: _____

Chairperson/Vice-Chairperson/Member-Secretary
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

SPECIAL BOARD OF CANVASSERS

Country _____

OFFICIAL RECEIPT OF CERTIFICATE OF CANVASS

INSTRUCTIONS: Prepare in two (2) copies. The **first copy** shall be given to the receiving authority of the Commission sitting as the NBOC for use in the canvass of election results for Senators and Party-list Representatives, while the **second copy** shall be retained by the SBOC Chairperson.

I hereby acknowledge receipt from the Special Board of Canvassers, an envelope containing the Certificate of Canvass together with the Statement of Votes by Precinct/Summary Statement of Votes, intended for the Commission sitting as the NBOC for use in the canvass of election results for Senators and Party-list Representative, described as follows:

Serial Number of envelope: _____
Serial Number of paper seal on envelope: _____
Condition of envelope: _____
Condition of paper seal on envelope: _____

_____ Date

_____ Time

Receiving Authority
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

SPECIAL BOARD OF CANVASSERS

Country _____

OFFICIAL RECEIPT OF CERTIFICATE OF CANVASS

INSTRUCTIONS: Prepare in two (2) copies. The **first copy** shall be given to the receiving authority of the Commission sitting as the NBOC for use in the canvass of election results for Senators and Party-list Representatives, while the **second copy** shall be retained by the SBOC Chairperson.

I hereby acknowledge receipt from the Special Board of Canvassers, an envelope containing the Certificate of Canvass together with the Statement of Votes by Precinct/Summary Statement of Votes, intended for the Commission sitting as the NBOC for use in the canvass of election results for Senators and Party-list Representative, described as follows:

Serial Number of envelope: _____
Serial Number of paper seal on envelope: _____
Condition of envelope: _____
Condition of paper seal on envelope: _____

_____ Date

_____ Time

Receiving Authority
(Signature Over Printed Name)



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

SPECIAL BOARD OF CANVASSERS

Country _____

OFFICIAL RECEIPT OF CERTIFICATE OF CANVASS

INSTRUCTIONS: Prepare in two (2) copies. The first copy shall be given to the receiving authority of the SBRCG, while the second copy shall be retained by the SBOC Chairperson.

I hereby acknowledge receipt from the Special Board of Canvassers, an envelope containing the Certificate of Canvass together with the Statement of Votes by Precinct/Summary Statement of Votes, intended for POSTING, described as follows:

Serial Number of envelope: _____

Serial Number of paper seal on envelope: _____

Condition of envelope: _____

Condition of paper seal on envelope: _____

_____ Date

_____ Time

Receiving Authority
(Signature Over Printed Name)



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

SPECIAL BOARD OF CANVASSERS

Country _____

OFFICIAL RECEIPT OF CERTIFICATE OF CANVASS

INSTRUCTIONS: Prepare in two (2) copies. The first copy shall be given to the receiving authority of the SBRCG, while the second copy shall be retained by the SBOC Chairperson.

I hereby acknowledge receipt from the Special Board of Canvassers, an envelope containing the Certificate of Canvass together with the Statement of Votes by Precinct/Summary Statement of Votes, intended for POSTING, described as follows:

Serial Number of envelope: _____

Serial Number of paper seal on envelope: _____

Condition of envelope: _____

Condition of paper seal on envelope: _____

_____ Date

_____ Time

Receiving Authority
(Signature Over Printed Name)



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

SPECIAL BOARD OF CANVASSERS

Country _____

OFFICIAL RECEIPT OF CERTIFICATE OF CANVASS

INSTRUCTIONS: Prepare in two (2) copies. The first copy shall be given to the SBRCG, while the second copy shall be retained by the SBOC Chairperson.

I hereby acknowledge receipt from the Special Board of Canvassers, an envelope marked "COPY FOR THE SPECIAL BOARD OF CANVASSERS" containing the Certificate of Canvass of Votes for Senatorial Positions and Party-list together with the Statement of Votes by Precinct/Summary Statement of Votes, described as follows:

Serial Number of envelope: _____

Serial Number of paper seal on envelope: _____

Condition of envelope: _____

Condition of paper seal on envelope: _____

_____ Date

_____ Time

Receiving Authority
(Signature Over Printed Name)



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

SPECIAL BOARD OF CANVASSERS

Country _____

OFFICIAL RECEIPT OF CERTIFICATE OF CANVASS

INSTRUCTIONS: Prepare in two (2) copies. The first copy shall be given to the SBRCG, while the second copy shall be retained by the SBOC Chairperson.

I hereby acknowledge receipt from the Special Board of Canvassers, an envelope marked "COPY FOR THE SPECIAL BOARD OF CANVASSERS" containing the Certificate of Canvass of Votes for Senatorial Positions and Party-list together with the Statement of Votes by Precinct/Summary Statement of Votes, described as follows:

Serial Number of envelope: _____

Serial Number of paper seal on envelope: _____

Condition of envelope: _____

Condition of paper seal on envelope: _____

_____ Date

_____ Time

Receiving Authority
(Signature Over Printed Name)



MAHABAGONG HALALAN
 2025
 ETER SIKAPANG PANGMAYOR PANGPANGKAP
 REPUBLIC OF THE PHILIPPINES
COMMISSION ON ELECTIONS
 2025 NATIONAL ELECTIONS
 OVERSEAS VOTING

SPECIAL BOARD OF CANVASSERS

Country _____

OFFICIAL RECEIPT OF CERTIFICATE OF CANVASS

INSTRUCTIONS: Prepare in two (2) copies. The first copy shall be given to the receiving authority of ACCREDITED CITIZENS' ARM, while the second copy shall be retained by the SBOC Chairperson.

I hereby acknowledge receipt from the Special Board of Canvassers, an envelope containing the Certificate of Canvass, intended for ACCREDITED CITIZENS' ARM, described as follows:

Serial Number of envelope: _____

Serial Number of paper seal on envelope: _____

Condition of envelope: _____

Condition of paper seal on envelope: _____

_____ Date

_____ Time

Receiving Authority
(Signature Over Printed Name)



MAHABAGONG HALALAN
 2025
 ETER SIKAPANG PANGMAYOR PANGPANGKAP
 REPUBLIC OF THE PHILIPPINES
COMMISSION ON ELECTIONS
 2025 NATIONAL ELECTIONS
 OVERSEAS VOTING

SPECIAL BOARD OF CANVASSERS

Country _____

OFFICIAL RECEIPT OF CERTIFICATE OF CANVASS

INSTRUCTIONS: Prepare in two (2) copies. The first copy shall be given to the receiving authority of ACCREDITED CITIZENS' ARM, while the second copy shall be retained by the SBOC Chairperson.

I hereby acknowledge receipt from the Special Board of Canvassers, an envelope containing the Certificate of Canvass, intended for ACCREDITED CITIZENS' ARM, described as follows:

Serial Number of envelope: _____

Serial Number of paper seal on envelope: _____

Condition of envelope: _____

Condition of paper seal on envelope: _____

_____ Date

_____ Time

Receiving Authority
(Signature Over Printed Name)



MAKABAGONG HALALAN
 2025
 AFTER STRONGER DEMOCRACY OPPORTUNITIES
 COMMISSION ON ELECTIONS
 REPUBLIC OF THE PHILIPPINES
COMMISSION ON ELECTIONS
2025 NATIONAL ELECTIONS
OVERSEAS VOTING

SPECIAL BOARD OF CANVASSERS

Country _____

OFFICIAL RECEIPT OF CERTIFICATE OF CANVASS

INSTRUCTIONS: Prepare in two (2) copies. The first copy shall be given to the receiving authority of DOMINANT MAJORITY PARTY, while the second copy shall be retained by the SBOC Chairperson.

I hereby acknowledge receipt from the Special Board of Canvassers, an envelope containing the Certificate of Canvass, intended for the DOMINANT MAJORITY PARTY, described as follows:

Serial Number of envelope: _____

Serial Number of paper seal on envelope: _____

Condition of envelope: _____

Condition of paper seal on envelope: _____

Date _____

Time _____

Receiving Authority
(Signature Over Printed Name)



MAKABAGONG HALALAN
 2025
 AFTER STRONGER DEMOCRACY OPPORTUNITIES
 COMMISSION ON ELECTIONS
 REPUBLIC OF THE PHILIPPINES
COMMISSION ON ELECTIONS
2025 NATIONAL ELECTIONS
OVERSEAS VOTING

SPECIAL BOARD OF CANVASSERS

Country _____

OFFICIAL RECEIPT OF CERTIFICATE OF CANVASS

INSTRUCTIONS: Prepare in two (2) copies. The first copy shall be given to the receiving authority of DOMINANT MAJORITY PARTY, while the second copy shall be retained by the SBOC Chairperson.

I hereby acknowledge receipt from the Special Board of Canvassers, an envelope containing the Certificate of Canvass, intended for the DOMINANT MAJORITY PARTY, described as follows:

Serial Number of envelope: _____

Serial Number of paper seal on envelope: _____

Condition of envelope: _____

Condition of paper seal on envelope: _____

Date _____

Time _____

Receiving Authority
(Signature Over Printed Name)



Makabagong
HALALAN
 2025
 ETERO
 PANGKALANG
 PANGKALANG
 PANGKALANG

COMMISSION ON ELECTIONS
 REPUBLIC OF THE PHILIPPINES

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

SPECIAL BOARD OF CANVASSERS

Country _____

OFFICIAL RECEIPT OF CERTIFICATE OF CANVASS

INSTRUCTIONS: Prepare in two (2) copies. The first copy shall be given to the receiving authority of DOMINANT MINORITY PARTY, while the second copy shall be retained by the SBOC Chairperson.

I hereby acknowledge receipt from the Special Board of Canvassers, an envelope containing the Certificate of Canvass, intended for the DOMINANT MINORITY PARTY, described as follows:

Serial Number of envelope: _____

Serial Number of paper seal on envelope: _____

Condition of envelope: _____

Condition of paper seal on envelope: _____

Date _____

Time _____

Receiving Authority
(Signature Over Printed Name)



Makabagong
HALALAN
 2025
 ETERO
 PANGKALANG
 PANGKALANG
 PANGKALANG

COMMISSION ON ELECTIONS
 REPUBLIC OF THE PHILIPPINES

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

SPECIAL BOARD OF CANVASSERS

Country _____

OFFICIAL RECEIPT OF CERTIFICATE OF CANVASS

INSTRUCTIONS: Prepare in two (2) copies. The first copy shall be given to the receiving authority of DOMINANT MINORITY PARTY, while the second copy shall be retained by the SBOC Chairperson.

I hereby acknowledge receipt from the Special Board of Canvassers, an envelope containing the Certificate of Canvass, intended for the DOMINANT MINORITY PARTY, described as follows:

Serial Number of envelope: _____

Serial Number of paper seal on envelope: _____


Condition of envelope: _____

Condition of paper seal on envelope: _____

Date _____

Time _____

Receiving Authority
(Signature Over Printed Name)



MAKABAGONG HALALAN
 2025 OFFICE OF OVERSEAS VOTING
 COMMISSION ON ELECTIONS
 Republic of the Philippines
COMMISSION ON ELECTIONS
2025 NATIONAL ELECTIONS
OVERSEAS VOTING

SPECIAL BOARD OF CANVASSERS

Country _____

OFFICIAL RECEIPT OF CERTIFICATE OF CANVASS

INSTRUCTIONS: Prepare in two (2) copies. The *first copy* shall be given to the receiving authority of OFOV, while the *second copy* shall be retained by the SBOC Chairperson.

I hereby acknowledge receipt from the Special Board of Canvassers, an envelope containing the Certificate of Canvass together with the Statement of Votes by Precinct/Summary Statement of Votes intended for OFOV, described as follows:

Serial Number of envelope: _____

Serial Number of paper seal on envelope: _____

Condition of envelope: _____

Condition of paper seal on envelope: _____

_____ Date

_____ Time

Receiving Authority
(Signature Over Printed Name)



MAKABAGONG HALALAN
 2025 OFFICE OF OVERSEAS VOTING
 COMMISSION ON ELECTIONS
 Republic of the Philippines
COMMISSION ON ELECTIONS
2025 NATIONAL ELECTIONS
OVERSEAS VOTING

SPECIAL BOARD OF CANVASSERS

Country _____

OFFICIAL RECEIPT OF CERTIFICATE OF CANVASS

INSTRUCTIONS: Prepare in two (2) copies. The *first copy* shall be given to the receiving authority of OFOV, while the *second copy* shall be retained by the SBOC Chairperson.

I hereby acknowledge receipt from the Special Board of Canvassers, an envelope containing the Certificate of Canvass together with the Statement of Votes by Precinct/Summary Statement of Votes intended for OFOV, described as follows:

Serial Number of envelope: _____

Serial Number of paper seal on envelope: _____

Condition of envelope: _____

Condition of paper seal on envelope: _____

_____ Date

_____ Time

Receiving Authority
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

THE SPECIAL BOARD OF ELECTION INSPECTORS

Embassy/Post/Consulate/Country

SBEI No.

OFFICIAL RECEIPT OF ELECTION RETURNS

INSTRUCTIONS: Prepare in two (2) copies. The **first copy** shall be given to the SBOC while the **second copy** shall be retained by the SBEI Chairperson.

We hereby acknowledge receipt from the Special Board of Elections Inspectors, an envelope containing the copy of the Election Returns intended for the **SPECIAL BOARD OF CANVASSERS**, described as follows:

Serial Number of envelope: _____
Serial Number of paper seal on envelope: _____
Condition of envelope: _____
Condition of paper seal on envelope: _____

Date

Chairperson, SBOC
(Signature Over Printed Name)

Vice-Chairperson, SBOC
(Signature Over Printed Name)

Member-Secretary, SBOC
(Signature Over Printed Name)

THE SPECIAL BOARD OF ELECTION INSPECTORS

Embassy/Post/Consulate/Country

SBEI No.

OFFICIAL RECEIPT OF ELECTION RETURNS

We hereby acknowledge receipt from the Special Board of Elections Inspectors, an envelope containing the copy of the Election Returns intended for the **SPECIAL BOARD OF CANVASSERS**, described as follows:

Serial Number of envelope: _____
Serial Number of paper seal on envelope: _____
Condition of envelope: _____
Condition of paper seal on envelope: _____

Date

Chairperson, SBOC
(Signature Over Printed Name)

Vice-Chairperson, SBOC
(Signature Over Printed Name)

Member-Secretary, SBOC
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

THE SPECIAL BOARD OF ELECTION INSPECTORS

Embassy/Post/Consulate/Country

SBEI No.

OFFICIAL RECEIPT OF ELECTION RETURNS

INSTRUCTIONS: Prepare in two (2) copies. The **first copy** shall be given to the receiving authority of **Commission on Elections** while the **second copy** shall be retained by the SBEI Chairperson .

We hereby acknowledge receipt from the Special Board of Elections Inspectors, an envelope containing the copy of the Election Returns intended for the **Commission on Elections**, described as follows:

Serial Number of envelope: _____

Serial Number of paper seal on envelope: _____

Condition of envelope: _____

Condition of paper seal on envelope: _____

Date

Time

Receiving Authority
(Signature Over Printed Name)

THE SPECIAL BOARD OF ELECTION INSPECTORS

Embassy/Post/Consulate/Country

SBEI No.

OFFICIAL RECEIPT OF ELECTION RETURNS

We hereby acknowledge receipt from the Special Board of Elections Inspectors, an envelope containing the copy of the Election Returns intended for the **Commission on Elections**, described as follows:

Serial Number of envelope: _____

Serial Number of paper seal on envelope: _____

Condition of envelope: _____

Condition of paper seal on envelope: _____

Date

Time

Receiving Authority
(Signature Over Printed Name)



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

THE SPECIAL BOARD OF ELECTION INSPECTORS

Embassy/Post/Consulate/Country

SBEI No.

OFFICIAL RECEIPT OF ELECTION RETURNS

INSTRUCTIONS: Prepare in two (2) copies. The **first copy** shall be given to the receiving authority of **ACCREDITED CITIZENS' ARM**, while the **second copy** shall be retained by the SBEI Chairperson.

We hereby acknowledge receipt from the Special Board of Elections Inspectors, an envelope containing the copy of the Election Returns intended for the **ACCREDITED CITIZENS' ARM**, described as follows:

Serial Number of envelope: _____

Serial Number of paper seal on envelope: _____

Condition of envelope: _____

Condition of paper seal on envelope: _____

Date

Time

Receiving Authority
(Signature Over Printed Name)

OVF No. 27-B
(Copy for the Special Board of Election Inspectors)

THE SPECIAL BOARD OF ELECTION INSPECTORS

Embassy/Post/Consulate/Country

SBEI No.

OFFICIAL RECEIPT OF ELECTION RETURNS

We hereby acknowledge receipt from the Special Board of Elections Inspectors, an envelope containing the copy of the Election Returns intended for the **ACCREDITED CITIZENS' ARM**, described as follows:

Serial Number of envelope: _____

Serial Number of paper seal on envelope: _____

Condition of envelope: _____

Condition of paper seal on envelope: _____

Date

Time

Receiving Authority
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

THE SPECIAL BOARD OF ELECTION INSPECTORS

Embassy/Post/Consulate/Country

SBEI No.

OFFICIAL RECEIPT OF ELECTION RETURNS

INSTRUCTIONS: Prepare in two (2) copies. The **first copy** shall be given to the receiving authority of **DOMINANT MAJORITY PARTY**, while the **second copy** shall be retained by the SBEI Chairperson.

We hereby acknowledge receipt from the Special Board of Elections Inspectors, an envelope containing the copy of the Election Returns intended for the **DOMINANT MAJORITY PARTY**, described as follows:

Serial Number of envelope: _____

Serial Number of paper seal on envelope: _____

Condition of envelope: _____

Condition of paper seal on envelope: _____

Date

Time

Receiving Authority
(Signature Over Printed Name)

THE SPECIAL BOARD OF ELECTION INSPECTORS

Embassy/Post/Consulate/Country

SBEI No.

OFFICIAL RECEIPT OF ELECTION RETURNS

We hereby acknowledge receipt from the Special Board of Elections Inspectors, an envelope containing the copy of the Election Returns intended for the **DOMINANT MAJORITY PARTY**, described as follows:

Serial Number of envelope: _____

Serial Number of paper seal on envelope: _____

Condition of envelope: _____

Condition of paper seal on envelope: _____

Date

Time

Receiving Authority
(Signature Over Printed Name)



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

THE SPECIAL BOARD OF ELECTION INSPECTORS

Embassy/Post/Consulate/Country

SBEI No.

OFFICIAL RECEIPT OF ELECTION RETURNS

INSTRUCTIONS: Prepare in two (2) copies. The **first copy** shall be given to the receiving authority of **DOMINANT MINORITY PARTY**, while the **second copy** shall be retained by the SBEI Chairperson.

We hereby acknowledge receipt from the Special Board of Elections Inspectors, an envelope containing the copy of the Election Returns intended for the **DOMINANT MINORITY PARTY**, described as follows:

Serial Number of envelope: _____

Serial Number of paper seal on envelope: _____

Condition of envelope: _____

Condition of paper seal on envelope: _____

Date

Time

Receiving Authority
(Signature Over Printed Name)

THE SPECIAL BOARD OF ELECTION INSPECTORS

Embassy/Post/Consulate/Country

SBEI No.

OFFICIAL RECEIPT OF ELECTION RETURNS

We hereby acknowledge receipt from the Special Board of Elections Inspectors, an envelope containing the copy of the Election Returns intended for the **DOMINANT MINORITY PARTY**, described as follows:

Serial Number of envelope: _____

Serial Number of paper seal on envelope: _____

Condition of envelope: _____

Condition of paper seal on envelope: _____

Date

Time

Receiving Authority
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

OBJECTION/PROTEST FOR CANVASSING

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

_____ **Post/Country**

To the members of the SBOC:

I hereby make the following challenge/protest:

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

Challenger/Protester
(Signature Over Printed Name)

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

Chairperson
(Signature Over Printed Name)



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

**CERTIFICATE OF OBJECTION/PROTEST AND DECISION OF THE
 BOARD FOR CANVASSING**

INSTRUCTIONS: Prepare in three (3) copies. Give one (1) copy to the person making challenge or objection and one (1) copy to be attached to the Minutes of Canvass. The SBOC shall retain one (1) copy.

_____ **Post/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 and name of individual against whom challenge/protest is made)

The Special Board of Canvassers (SBOC) , after considering the evidence presented to it, has decided to:

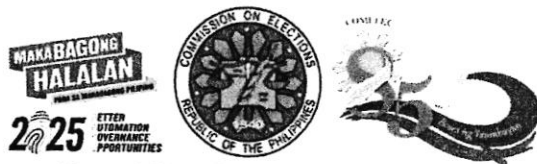
 _____ *(State the decision of the Board)*

Issued this _____ day of _____ 2025.

Chairperson
(Signature Over Printed Name)

Vice-Chairperson
(Signature Over Printed Name)

Member-Secretary
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
 OVERSEAS VOTING**

**In the matter of appointing the Members of
 the Special Board of Canvassers of
 _____ for purposes of the
 May 12, 2025 National and Local Elections.**

X-----X

Pursuant to COMELEC Resolution No. _____ promulgated on _____, the Commission on Elections, through the Commissioner-in-Charge of the Office for Overseas Voting, hereby appoints the following personnel as Members of the Special Board of Canvassers (SBOC) of _____, per the recommendation of the DFA-OVS, for purposes of the May 12, 2025 National and Local Elections:

Name	Designation
	Chairperson
	Vice-Chairperson
	Member-Secretary
	Substitute Member

The foregoing personnel may assume office upon taking an oath as required by law. However, this appointment will be automatically cancelled and considered null and void if the appointed SBOC Members are related to each other, related within the fourth civil degree of consanguinity or affinity to any of the candidates for Senators, or Party-List Nominees and their spouses, have been convicted of any election offense or any crime punishable by more than six (6) months of imprisonment, or have a pending case filed against them for any election offense. In such case, the appointed SBOC Members shall not assume the duties of the office and shall immediately return this appointment to the Head of OFOV. Continuation in the office notwithstanding this prohibition shall be dealt with in accordance with the law.

Given this _____ day of _____ 2025.

BY AUTHORITY OF THE COMMISSION:

Commissioner
Commissioner-in-Charge
 Office for Overseas Voting



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

INSTRUCTIONS: PREPARE IN THREE COPIES. The first copy shall be kept by the appointee, the second shall be kept by the Chairperson of the SBOC, and the third shall be sent to the OFOV.

OATH AS SBOC MEMBER

(Name of Post)

I, _____, do solemnly swear that I will faithfully perform the duties as _____ of the Special Board of Canvassers (SBOC) of the Philippine Embassy/Consulate/MECO in _____ to the best of my knowledge and ability, without favoring any person, 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 these obligations 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 SBOC or to any of the incumbent Senator and Party-list Representatives.

SBOC Chairperson/Vice Chairperson/Member Secretary/Substitute

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____
in _____.

Head of Post/Officer Next-in-Rank to the Head of Post

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): _____ **Registered as Voter in (if registered abroad):** _____

City/Municipality: _____ **Country:** _____
Province: _____ **Post:** _____

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

SBOC Chairperson/Vice Chairperson/Member Secretary/Substitute
(Signature Over Printed Name)



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 SBOC.

**APPOINTMENT OF CCS OPERATOR/RECEPTION AND CUSTODY GROUP MEMBER
Special Board of Canvassers (SBOC)**

(Name of Post)

Date: _____
Name: _____
Address: _____

SIR/MADAM:

You are hereby appointed as _____ of the Special Board of Canvassers (SBOC). 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 SBOC or to any of the candidates for Senator, and to any of the nominees for the party-list system of representation, or any of the candidates'/nominees' spouse. In such case, you shall not assume the duties of the office and shall immediately return this appointment to the Head/Member of the SBOC. Continuation in the office notwithstanding this prohibition shall be punishable in accordance with the 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 SBOC 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 SBOC or to any of the candidates for Senator, and to any of the nominees for the party-list system of representation.

CCS Operator/Reception and Custody Group Member
(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.

CCS Operator/Reception and Custody Group Member
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
 OVERSEAS VOTING**

Post

**Notice of Canvassing
 (Special Board of Canvassers)**

Date: _____

TO ALL INTERESTED PARTIES:

Please be notified that the Philippine Embassy/Consulate/MECO in
 _____ will conduct the **Canvassing for the 2025 National
 Elections on:**

Date:	
Time:	
Venue:	

Head of Post
(Signature Over Printed Name)



Republic of the Philippines
COMMISSION ON ELECTIONS

**2025 NATIONAL ELECTIONS
OVERSEAS VOTING**

CERTIFICATE OF TRANSMISSION OF COC/SOVP/SSOV

INSTRUCTIONS: Prepare in two (2) copies. Submit one (1) copy to the National Board of Canvasser. The SBOC shall retain one (1) copy.

_____ **Post/Country**

We hereby certify that on _____, 2025 at _____ o'clock in the morning/afternoon/evening, we transmitted the following official documents to the Reception Group:

Serial Number

- 1) Certificate of Canvass of Votes _____
- 2) Statement of Votes by Precinct _____
- 3) Summary Statement of Votes _____

We further certify on the authenticity and due execution of the transmitted documents and the contents thereof are the correct and truthful results of elections in our area of jurisdiction.

Issued this _____ day of _____ 2025.

Chairperson
(Signature Over Printed Name)

Vice-Chairperson
(Signature Over Printed Name)

Member-Secretary
(Signature Over Printed Name)